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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

L. E. A.

FEB 2 1921

INFORMATION CIRCULAR VOL. 2, NO. 1.

July 15, 1919.

1. REPORT ON NUMBER OF EMPLOYEES AND AMOUNT OF OFFICE SPACE IN WASHINGTON.

The head clerk of every project in Washington is asked to report immediately to the Administrative Assistant in Charge of Operation the following information:

1. The number of square feet of office space now occupied by his project in Washington.
2. The number of employees occupying this space, that is, the number of employees of each project in Washington, not including charwomen, laborers, messengers, messenger boys, or any others who do not require desk room or affect the needs for office space.

2. NEW FORM FOR PURCHASE ORDERS.

Commencing with the fiscal year 1920, a new form of Bureau purchase order will be used for the purchase of equipment and supplies. As soon as an order has been approved and the vendor's copy mailed out, a blue copy of it will be sent to the requisitioner. This will make it unnecessary to furnish Supplies & Accounts with more than one green carbon of the subrequest, since none will be required for return to the requisitioner. The blue copy of the purchase order should be checked over closely as soon as it is received and the Bureau Property Clerk notified if any error is apparent. When delivery of the order has been completed, the blue copy should be received and returned at once to the Bureau Property Clerk, the exact date of delivery being given if possible. This arrangement supersedes the previous custom of returning the original subrequest to the requisitioner for signature. This will save considerable messenger service, expedite the handling of vouchers, and give the requisitioner a copy of the purchase order for his information until delivery has been made. Any invoices or other memoranda concerning the order should be attached to the blue copy when it is returned. Great care should be exercised in checking up deliveries and the employee signing the receipt will be held accountable for its accuracy.

3. LETTERS OF AUTHORIZATION.

Memorandum No. 279 of the Office of the Secretary deals with the designation of permanent stations or temporary headquarters and allowances in connection therewith.

"Hereafter each letter authorizing travel will specify both the permanent station and the temporary headquarters, if any, of the employee in whose favor the letter is drawn. Paragraph 5 of the Fiscal Regulations is amended accordingly.

"No employee shall be assigned to temporary duty and allowed subsistence expenses under the provisions of Paragraph 86 (o) of the Fiscal Regulations if, at the time, it is probable that the assignment will ultimately be made permanent. Whenever assignment to temporary duty and allowance of subsistence expenses in connection with such assignment is followed by designation of such place of temporary duty as the permanent station of an employee, a report of the circumstances shall be immediately made to the Secretary, the report to be accompanied by a certificate of the Chief of the Bureau involved that at the time the temporary assignment was made it was not and could not have been anticipated that permanent headquarters would be established at the same point.

"No employee who has been allowed subsistence expenses in connection with an assignment to temporary duty under the provisions of Paragraph 86 (o) of the Fiscal Regulations shall receive any allowance for packing, crating, freight, or drayage charges for the transfer of his household effects or other personal property used in official work, if such assignment be thereafter made permanent, except upon specific approval, in advance, by the Secretary.

"Sections (o), (p), and (q) of Paragraph 86 of the Fiscal Regulations are amended accordingly."

4. ECONOMY ENVELOPES.

It is observed that a heavy percentage of economy envelopes which reach the various desks throughout the Bureau in Washington are used for the first time. This would seem to indicate that many of these envelopes are being thrown away after being used only once. These envelopes should be used in accordance with instructions previously issued on the subject. Refer to Bureau Memorandum No. 159.

5. SELECTION OF OFFICERS OF CITY AND JOINT OPERATING COMMITTEES FOR THE NEW FISCAL YEAR.

Officers of city and joint operating committees and clerks to these committees are elected for each fiscal year. The Acting Chief should be advised immediately of the nominations for these places for the year beginning July 1, 1919.

City Committees.

Responsible project representatives in each city where the Bureau has two or more project branches should meet immediately and nominate a chairman, vice chairman and a clerk.

Joint Operating Committees.

The joint operating committees of the joint branch offices also should hold meetings immediately for the purpose of nominating chairmen, vice chairmen and clerks.

It is essential that these committee meetings be held at once and the nominations forwarded to Washington for the approval of the Acting Chief of Bureau, in order that all changes may be included in the new Bureau directory which will be issued shortly after July 15.

Attention is called to Field Station Memorandum No. 14 relative to the operation of branch offices.

6. SPACE IN FEDERAL BUILDINGS.

Chairmen of operating committees of joint branch offices and representatives in charge of single or combined branch offices from time to time should get in touch with the custodians of federal buildings in the cities in which they are located, in order that they may be informed of office space suitable to meet their needs becoming available in federal buildings. The Bureau this year will have to pay a higher average rent per square foot than heretofore, and any branch office which can be moved from a rented building to a federal building will help to reduce the rent bill.

7. LESSORS' ADDRESSES.

In order that the space records of the Washington office may be complete, project representatives in each of the branch offices and chairmen of operating committees of joint branch offices occupying space in rented buildings should immediately notify the Administrative Assistant in Charge of Operation of the name and address of the lessor or the lessor's agent if rental matters are handled through an agent. This information is desired so that notices which it may be found necessary to send out from Washington can be properly addressed.

8. ROUTING MAIL IN BRANCH OFFICES.

Every branch office should arrange such a routine that all official mail will be opened, examined and distributed by some one person, preferably the head clerk, in order that that particular person may be familiar with all of it and have an opportunity to note the

receipt of salary and reimbursement checks, letters of authorization, notifications of appointment, personnel papers, and the like.

9. SUPPLIES ORDERED BY BRANCH OFFICES
FOR USE OF THE WASHINGTON OFFICE.

From time to time the Washington office has called upon branch offices to purchase mimeograph ink and other office supplies for testing purposes, in order that the manufacturer of the article would not be aware that the tests were being made. Such purchases also have been made when the city involved was the only place where the article was known to be handled, or when representatives of the Washington office were visiting branch offices and requested that special articles be purchased for their use. On these occasions the question has arisen in the branch offices as to what the purchase should be charged against. The only thing to do in a case of this sort is to charge the purchase against a branch office letter of authorization. Purchases of this type, however, should be held to a minimum.

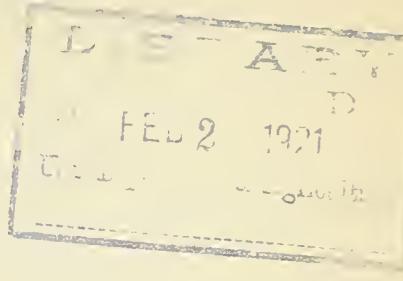
George Livingston

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. 2, NO. 2.

July 25, 1919.

BUREAU DIRECTORY.

Superseding Information Circular Vol. 1, No. 16, issued March 15, 1919.

THE WASHINGTON OFFICE

Acting Chief of Bureau, George Livingston

Secretary to Acting Chief, Catherine M. Viehmann

Assistant Chief, Herbert C. Marshall

Editor and Librarian, Caroline B. Sherman

Branch of Operation, R. V. Bailey

Chief Clerk, C. L. Snow

Stenographic Section, E. J. Dickson

Time Clerk, C. F. Duvall

Photographic Section, H. C. Wilcox

Addressing and Duplicating Section, H. E. Burton

Estimates and Special Reports, Cornelia Lyne

Mails and Files, W. D. Hobbs

Personnel Section, F. J. Hughes

Reviewing Mail, M. C. Vance

Supplies and Accounts, P. H. Quinn

Telegraph Section, W. C. Ten Eyck

City Marketing and Distribution, McFall Kerbey, Acting in Charge

Preservation of Fruits and Vegetables in Transit and Storage,

Storage - C. W. Mann

Transportation - Andrew W. McKay

Cooperation and Business Organization:

Cooperative Purchasing and Marketing,)

O. B. Jesness, Acting in Charge)

Market Business Practice,) C. W. Thompson

A. V. Swarthout)

State Cooperation in Marketing,)

J. C. Skinner)

Cotton Section:)

Cotton Futures Act,)

Determination of Disputes and Classi-)

fication of Cotton on Future)

Exchanges) G. R. Argo)

Investigation of Future and Spot Mar-)

kets and Price Quotations)

Preparation and Distribution of the)

Official Cotton Standards) D. E. Earle)

Cotton Handling and Marketing)) D. S. Murph

Cotton Standards Investigations)

Cotton Testing)

Marketing Cotton Seed and Its Products, C.F. Creswell)

Cotton Warehouse Investigations, R. L. Nixon

Administration of the U. S. Warehouse Act, D. S. Murph and R. L. Nixon

Dairy Products Marketing Investigations) R. C. Potts

Market News Service on Dairy Products)

Direct Marketing, Lewis B. Flohr

Federal Grain Supervision:)
 Information and Publications, R. H. Brown)
 Licensing and Enforcement, Arthur Herger)
 Appeals and Disputes, E. G. Boerner)
 Inspection Efficiency) E. J. Besley,
 and) See Chicago) Acting in
 Board of Review) Charge
Grain Standardization Investigations, S. A. Regan)
Grain Handling & Transportation Investigations,)
 E. G. Boerner)
Milling and Baking Investigations, J. H. Shollenber-)
 ger
Food Supply Investigations, Charles S. Cole
Foreign Marketing Investigations, Clarence W. Moonaw
Grades and Standards)
Inspection of Perishable Foods) C. T. More
Enforcement of the Standard Container Act)
Live Stock Section:
 Live Stock and Meats Marketing Investigations)
 Market News Service on Live Stock and Meats) Louis D. Hall
 Stock Yards Supervision)
 Wool Marketing Investigations, G. T. Willingmyre)
Market Information Assistant, R. W. Green
Market News Service on Fruits and Vegetables)
Market Surveys, Methods and Costs) Wells A. Sherman
War Industries Wool Work)
Seed Marketing Investigations)
Seed Reporting Service) W. A. Wheeler
Hay and Feed Market Reporting Service)
Technological Investigations and Demonstrations, J. F. Barghausen
Transportation Division, G. C. White

BRANCH OFFICES.

ATLANTA, GEORGIA.

City Committee:
Chairman, K. B. Seeds
Clerk,

1710 Third National Bank Building, Marietta and Broad Streets,
Telephone, Ivy, 4176.

Federal Grain Supervision:

In Charge, K. B. Seeds

Hay and Feed Market Reporting Service:

In Charge, G. C. Wheeler

Transportation Division:

In Charge, Charles A. Forrest, Room 712.

Room 411 Connally Building, Whitehall and Alabama Streets,
Telephone, Main 1097.

Inspection of Perishable Foods:

In Charge, W. H. Beckham

Conservation of Food Products in Transit and Storage:

In Charge, R. G. Hill.

Cotton Branch Office:

In Charge, Unassigned
239 Trust Company of Georgia Building
Telephone,

BALTIMORE, MARYLAND

City Committee:

Chairman, Harold Anderson
Clerk, Miss Eleanor Watts

411 Custom House, Telephone, St. Paul 4220.

Market News Service on Fruits and Vegetables:

In Charge, W. E. Harrison

Inspection of Perishable Foods:

In Charge, Samuel F. Shreve.

Federal Grain Supervision Branch Office:

In Charge, Harold Anderson
610 Keyser Building, German and Calvert Streets
Telephone, St. Paul 2979

BOSTON, MASSACHUSETTS

City Committee:

Chairman, Fred L. Wallace
Clerk, Miss Rose E. Kelley, 408 Fidelity Building

Joint Office, Fidelity Building, 148 State Street, Telephone Richmond 3240.

Operating Committee:

Chairman, J. H. Peters
Head Clerk, Miss Helen Walsh, Room 408

Market News Service on Dairy Products:

In Charge, Albert B. Loring, Room 409

Market News Service on Fruits and Vegetables:

In Charge, Savon D. Clark, Room 406

Inspection of Perishable Foods:

In Charge, W. H. Darrow, George W. Payne, Room 407

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, Julius H. Peters, Room 408

Federal Grain Supervision Branch Office:

In Charge, Fred L. Wallace
1140 Oliver Building, 141 Milk Street
Telephone, Fort Hill 3391

BUFFALO, NEW YORK

City Committee:

Chairman, George E. Engels
Clerk, Miss Alice N. Howard, 232 Post Office Building.

Inspection of Perishable Foods Branch Office:

In Charge, George E. Engels
232 Post Office Building
Telephone, Seneca 2489

Federal Grain Supervision Branch Office:

In Charge, John T. Cavanagh
98 Dun Building, Pearl and Swan Streets
Telephone, Seneca 5852

CAIRO, ILLINOIS

Federal Grain Supervision Branch Office:
Acting in Charge, Charles R. Taylor
Room 5, Post Office Building
Telephone, 464

CHICAGO, ILLINOIS

City Committee:

Chairman, W. H. Hall
Clerk, I. W. Pew, Administration Building,
Union Stock Yards.

Joint Office, 505-516 City Hall Square Building, 139 North
Clark St., Telephone, Majestic 8520 and 8521.

Operating Committee:

Chairman, W. H. Hall
Head Clerk, Edward P. Lemott

Inspection of Perishable Foods:

In Charge, A. D. Gail, Jr.

Market News Service on Fruits and Vegetables:

In Charge, W. H. Hall

Market News Service on Dairy Products:

In Charge, Jesse S. Brown

Transportation Division:

In Charge, C. E. Pierce

59 Board of Trade Building, 141 West Jackson St., Telephone,
Harrison 4700, Local 190.

Seed Reporting Service:

In Charge, G. Fred Kellogg

Hay and Feed Market Reporting Service:

In Charge, H. L. Bowen

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, S. W. Doty
Administration Building, Union Stock Yards
Telephone, Boulevard 8441

Continental and Commercial Bank Building, 208 South LaSalle Street,
Telephone, Harrison 4700, Local 190.

Federal Grain Supervision, Local Office:

In Charge, William P. Carroll, Room 970

Grain Standardization:

In Charge, Charles M. Fritz, Room 982

Federal Grain Supervision,
General Field Headquarters:

Inspection Efficiency and Board of Review Branch Office:

Acting in Charge, R. T. Miles

Inspection, R. T. Miles

Board of Review, O. F. Philips

1132 Webster Building, 327 South LaSalle Street

Telephone, Harrison 4700, Branch 159.

CINCINNATI, OHIO

City Committee:

Chairman,

Clerk, H. A. Harlow, 210 Johnston Building

Johnston Building, Fifth Street between Walnut and Vine

Operating Committee:

Chairman,

Head Clerk, George P. Wenning, Rooms 208-209

Telephone, Main 1018 and 4386.

Market News Service on Fruits and Vegetables:

In Charge, John T. Glass, Rooms 208-209

Telephone, Main 1018 and 4386

Inspection of Perishable Foods:

In Charge, John M. Rogers, Room 209, Telephone, Main 4386.

Federal Grain Supervision:

Acting in Charge, William T. Ingles, Room 210,

Telephone, Main 3408

CLEVELAND, OHIO

City Committee:

Chairman, Paul W. Barnes

Clerk, Miss Lydia E. Frey, 503 Erie Building

503 Erie Building, East Ninth Street and Prospect Avenue,
Telephone, Prospect 632, and Central 7524.

Market News Service on Fruits and Vegetables:

In Charge, Benjamin E. Yaden

Inspection of Perishable Foods:

In Charge, Paul W. Barnes.

Federal Grain Supervision Branch Office:

In Charge, H. F. Prue
709 Illuminating Building
Telephone, Main 1416

COLUMBUS, OHIO

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, V. V. Westgate
303 Martlin Building, 71 East State Street
Telephone, Main 9404

DALLAS, TEXAS

Cotton Branch Office:

In Charge, W. M. Mangum
1308 Southwestern Life Insurance Building
Telephone, Main 6306

DENVER, COLORADO

City Committee:

Chairman,
Clerk,

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, J. W. Law, Room 308
Custom House Building, 16th and Arapahoe Streets
Telephone, Champa 3237

Federal Grain Supervision Branch Office:

In Charge, Ephraim A. Hill
500 Cooper Building, 17th and Curtis Streets
Telephone, Champa 514

Stock Yards Supervision Branch Office:

In Charge, Clarence E. Gibbons
214 Live Stock Exchange, Stock Yards
Telephone, Champa 2987

DES MOINES, IOWA

Inspection of Perishable Foods Branch Office:

In Charge, W. C. Hackleman
215 United States Custom House, 5th and Mulberry Streets
Telephone, Walnut 1070

DETROIT, MICHIGAN

City Committee:

Chairman, Ralph W. Taylor.

Clerk, Miss Ruth Durfee, 312-316 Hammond Building

312-316 Hammond Building, Griswold and Fort Streets, Telephone,
Cadillac 2113 and Cherry 6836

Market News Service on Fruits and Vegetables:

In Charge, Dudley Alleman

Inspection of Perishable Foods:

In Charge, Frank A. L. Bloom

Federal Grain Supervision Branch Office:

In Charge, Ralph W. Taylor
605 Detroit Free Press Building
Telephone, Cherry 3371

DULUTH, MINNESOTA

Federal Grain Supervision Branch Office:

In Charge, P. J. Brittain
Rooms 1-4, Sherwood Building, 318-320 West First Street
Telephone, Melrose 5885

EAST ST. LOUIS, ILLINOIS
(See St. Louis, Missouri)

FOND DU LAC, WISCONSIN

Market News Service on Dairy Products Branch Office:

In Charge, J. B. McCready
Carey Building, 19-21 Sheboygan Street
Telephone, 1002

FORT WORTH, TEXAS

City Committee:

Chairman, L. G. Shultz
Clerk, Miss Alice E. Pulliam, 506-508 Moore
Building, 10th and Main Streets

Joint Office, Moore Building, 10th and Main Streets, Telephone,
Lamar 4615.

Operating Committee:

Chairman,
Head Clerk,

Inspection of Perishable Foods:

In Charge, L. G. Schultz, Room 505, Lamar 4615

Transportation Division:

In Charge, J. E. Stubblefield, Room 505

Hay and Feed Market Reporting Service:

In Charge, G. B. Alguire, Room 506

Stock Yards Supervision Branch Office:

In Charge, Vernon E. Foster
Room 204, Live Stock Exchange Building
Telephone, Prospect 762

Federal Grain Supervision Branch Office:

In Charge, James B. Wallace
511 First National Bank Building
Telephone, Lamar 3377

GALVESTON, TEXAS

Federal Grain Supervision Branch Office:

In Charge, Herbert L. Binkley
222 Security Building
Telephone 2632

GREELEY, COLORADO

Market News Service on Fruits and Vegetables Branch Office:

In Charge, Herbert E. Munger
214 Post Office Building
Telephone, Greeley 302

HOUSTON, TEXAS

Inspection of Perishable Foods:

In Charge, Charles D. Shirley
925 Southern Pacific Building, Franklin and Travis Streets
Telephone, Preston 4595

INDIANAPOLIS, INDIANA

City Committee:
Chairman,
Clerk,

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, L. J. Case
1101-1102 City Trust Building,
Telephone 4688

Federal Grain Supervision Branch Office:

In Charge, Harry A. Rhodes
827 Board of Trade Building
Telephone, Main 2322

Stock Yards Supervision Branch Office:

In Charge, Lewis C. Bailey
35-36 Live Stock Exchange Building
Telephone, Main 1501

JACKSONVILLE, FLORIDA

Inspection of Perishable Foods:

In Charge, D. W. Hadsell
911 Bisbee Building, 41-43 West Forsyth Street
Telephone, Bell 7690

KANSAS CITY, MISSOURI

City Committee:
Chairman,
Clerk, James B. Kerrigan

Postal Telegraph Building, 8th and Delaware Streets.

Federal Grain Supervision:

In Charge, Joshua M. Chilton, Room 310
Telephone, Bell Main 4616.

Grain Standardization:

In Charge, J. D. Morgan, Room 303
Telephone, Bell Main 4483

Railway Exchange Building, 7th and Walnut Streets.

Market News Service on Fruits and Vegetables:

In Charge, W. Gary Thompson, Rooms 212-213
Telephone, Bell Main 2142.

Inspection of Perishable Foods:

In Charge, L. J. Weishaar, Room 212
Telephone, Home Main 7993.

Rooms 409-412 Kansas City Life Insurance Building, 804 Grand Avenue.

Hay and Feed Market Reporting Service:

In Charge, C. P. Martin
Telephone Main 4157

Seed Reporting Service:

In Charge, J. W. Dykes
Telephone, Main 4157

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, Max Y. Griffin
964 Live Stock Exchange Building
Telephone, Bell Main 1547, Home Main 1945.

LOS ANGELES, CALIFORNIA

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, C. J. Hansen
204-208 Wholesale Terminal Office Building, 1304 East 7th Street
Telephone, Pico 3691.

LOUISVILLE, KENTUCKY

Federal Grain Supervision Branch Office:

In Charge, James W. Wesson
27 Board of Trade Building
Telephone, Main 1974

Stock Yards Supervision Branch Office:

In Charge, W. W. Stockton
229 Live Stock Exchange Building
Telephone

MEMPHIS, TENNESSEE

Exchange Building, Madison and Second Streets.

Inspection of Perishable Foods:

In Charge, J. Harold Hoover, Room 404
Telephone, Main 795.

Federal Grain Supervision:

In Charge, Ed. Keiser, Room 403
Telephone, Main 2234.

MILWAUKEE, WISCONSIN

Federal Grain Supervision Branch Office:

In Charge, William H. McDonald
815 Railway Exchange Building
97 Wisconsin Street

Inspection of Perishable Foods Branch Office:

In Charge, H. A. Arenz
314 Federal Building
Telephone, Broadway 3949.

MINNEAPOLIS, MINNESOTA

City Committee:

Chairman, R. C. Miller
Clerk

Market State Bank Building, Second Avenue North and 7th Streets.

Operating Committee:

Chairman, C. L. Pier
Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, R. Maynard Peterson, Rooms 302-303
Telephone Nicollet 4508, Cedar 794, Automatic 31185

Inspection of Perishable Foods:

In Charge, F. H. Hunter, Room 302
Telephone, Nicollet 4508

Market News Service on Dairy Products:

In Charge, C. L. Pier, Room 302
Telephone, Nicollet 4508, Cedar 794

Transportation Division:

In Charge, Walter H. Seidel, Room 302
Telephone, Nicollet 4508, Cedar 794.

Flour Exchange Building, Corner Third Street and Fourth Avenue, South.

Federal Grain Supervision:

In Charge, R. C. Miller, Room 326
Telephone, Nicollet 2091, Automatic 36977

Hay and Feed Market Reporting Service:

In Charge, R. B. Smith, Room 320
Telephone, Nicollet 1060

Grain Standardization:

In Charge, Charles R. Haller, Room 400
Telephone, Main 1359

NASHVILLE, TENNESSEE

Federal Grain Supervision Branch Office:

In Charge, R. C. Mill
807 Independent Life Building, 5th Avenue and Church Street
Telephone, Main 2690

NATIONAL STOCK YARDS, ILLINOIS
(See St. Louis, Missouri)

NEW ORLEANS, LOUISIANA

City Committee:
Chairman,
Clerk,

Metropolitan Bank Building, Camp and Poydras Streets.

Inspection of Perishable Foods:

In Charge, F. H. Lister, Room 314
Telephone, Main 3178

Federal Grain Supervision:

In Charge, Robert R. Saunders, Room 503
Telephone, Main 3131

Grain Standardization:

In Charge, C. H. Bennett, Room 503
Telephone, Main 3131

Cotton Branch Office:

In Charge, F. W. Knight
Room 307, Abraham Building
Telephone, Main 551

Stock Yards Supervision Branch Office:

In Charge, James K. Wallace
Room 6, Live Stock Exchange,
Arabi, La.

NEW YORK CITY

City Committee:
Chairman, H. D. Knoop
Clerk, P. L. Gray

Joint Office, Rooms 404-416, Fruit Trade Building, 204 Franklin St.,
Telephone, Franklin 2650

Operating Committee:

Chairman, H. D. Knoop
Head Clerk, P. L. Gray

Market News Service on Fruits and Vegetables:

In Charge, J. J. Ahearn, Room 404

Inspection of Perishable Foods:

In Charge, E. L. Markell, Room 411

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, H. D. Knoop, Room 409

Market News Service on Dairy Products:

In Charge, A. C. Dingwall

Transportation Division:

In Charge,

Federal Grain Supervision Branch Office:

In Charge, Laurel Duval

Room 1607 Lord's Court, 27 Williams Street

Telephone, Broad 4274

Cotton Branch Office:

William C. Neal, Room 27 Cotton Exchange Building,
60 Beaver Street,
Telephone, Hanover 2689

NORTH PORTLAND, OREGON
(See Portland, Oregon)

OKLAHOMA CITY, OKLAHOMA

Federal Grain Supervision Branch Office:

In Charge, George F. Binderim

502 Patterson Building, 320 West Main Street

Telephone, Walnut 2284

OMAHA, NEBRASKA

City Committee:

Chairman, B. B. Jones

Clerk, Evelyn R. Walker, 437 Keeline Building,
Telephone, Douglas 4400

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, B. B. Jones

437 Keeline Building, 17th and Harney Streets

Telephone, Douglas 4400

Federal Grain Supervision Branch Office:

In Charge, Walter Fowler

738 Brandeis Building, 16th and Douglas Streets

Telephone, Tyler 2632

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, E. H. Schroer
318 Live Stock Exchange Building
Telephone, South 4216

PEORIA, ILLINOIS

Federal Grain Supervision Branch Office:

In Charge, Charles F. Standing
509 Lehmann Building
Telephone, Main 6152

PHILADELPHIA, PENNSYLVANIA

City Committee:

Chairman, Leon E. Gaylord
Clerk, Miss Mary E. Rieger, 308 Bourse Building
Telephone, Lombard 4573

Joint Office, Bourse Building, 4th and 5th between Ludlow and Ranstead.

Operating Committee:

Chairman, Leon E. Gaylord
Head Clerk, Miss Mary E. Rieger, Room 308
Market News Service on Live Stock and Meats:
In Charge, John A. Burgess, Room 311,
Telephone, Lombard 4573

Market News Service on Fruits and Vegetables:

In Charge, E. R. Biddle, Room 308
Telephone, Lombard 4574

Inspection of Perishable Foods:

In Charge, A. L. Williams, Room 308, Telephone Lombard 4575

Market News Service on Dairy Products:

In Charge, Leon E. Gaylord, Room 312
Telephone, Lombard 4575

Federal Grain Supervision Branch Office:

In Charge, E. C. Noli
578 Bourse Building, 4th and 5th between Ludlow and Ranstead
Telephone, Lombard 4349

PITTSBURGH, PENNSYLVANIA

City Committee:

Chairman, F. G. Robb

Clerk, Miss Rose Amdursky, 302 Kellerman Building.

Kellerman Building, 18th Street and Penn. Avenue.

Market News Service on Fruits and Vegetables:

In Charge, F. R. Keebler, Rooms 302-303

Telephone, Grant 2576

Inspection of Perishable Foods:

In Charge, F. G. Robb, Room 304

Telephone, Grant 6560

Stock Yards Supervision Branch Office:

In Charge, John D. Lewis

916 Bessemer Building

Telephone, Bell Court 1220

PORLAND, OREGON

City Committee:

Chairman, George K. Landers

Clerk, Mrs. Gladys Baldwin, 519 Post Office
Building, Telephone, Broadway 5382

519 Post Office Building, Telephone, Broadway 5382.

Federal Grain Supervision:

In Charge, George K. Landers

Grain Standardization:

In Charge, C. C. Ruth.

Oregon Building, 5th and Oak Streets.

Market News Service on Dairy Products:

Market News Service on Fruits and Vegetables:

In Charge, Donald F. Mattson

Rooms 408-409, Telephone, Broadway 2135.

Stock Yards Supervision Branch Office:

In Charge, James Christensen

318 Live Stock Exchange, North Portland

Mail: Box 36, North Portland

Telephone, Woodlawn 2400

ST. JOSEPH, MISSOURI

Federal Grain Supervision Branch Office:

In Charge, James P. Stanfield
Room 1008 Corby Forsee Building
Telephone 2551

ST. LOUIS, MISSOURI

City Committee:

Chairman,
Clerk,

Old Custom House, Third and Olive Streets.

Market News Service on Fruits and Vegetables:

In Charge, Lorain H. Brown, Room 401
Telephone, Olive 4741

Inspection of Perishable Foods:

In Charge, Room 413
Telephone, Olive 1112

Federal Grain Supervision Branch Office:

In Charge, H. C. Adams
817 Pierce Building, Fourth and Pine Streets
Telephone, Olive 5330.

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, W. O. Ellis
60-61 Exchange Building No. 2, East St. Louis, Illinois
Telephone, Bell East 2660

ST. PAUL, MINNESOTA

Market News Service on Live Stock and Meats:

Stock Yards Supervision:

In Charge, Don J. Slater
523 Live Stock Exchange, South St. Paul
Telephone, Concord 565

SALT LAKE CITY, UTAH

Ness Building, 28 West Second South Street.

Stock Yards Supervision:

Acting in Charge, W. F. Rice, Room 424
Telephone, Wasatch 9052

Federal Grain Supervision:

In Charge, Walter J. Morgan, Room 423
Telephone, Wasatch 3840

SAN FRANCISCO, CALIFORNIA

City Committee:

Chairman,
Clerk,

Joint Office, Consular Building, 510 Battery Street

Operating Committee:

Chairman,
Head Clerk,

Market News Service on Fruits and Vegetables:

In Charge, H. A. Harris, Rooms 315-323
Telephone, Sutter 1527

Market News Service on Dairy Products:

In Charge, O. W. Holmes, Rooms 315-317
Telephone, Sutter 1527, 1528

Transportation Division:

In Charge, I. N. Randall, Room 317
Telephone, Sutter 1527

Balboa Building, 593 Market Street,
Telephone, Sutter 1527.

Seed Reporting Service:

In Charge, S. S. Lawrence, Room 607

Stock Yards Supervision:

In Charge, E. E. Nicolls, Room 606

Federal Grain Supervision Branch Office:

In Charge, James F. McKenzie
1131 Merchants Exchange Building, 465 California Street.
Telephone, Sutter 7456.

Hay and Feed Market Reporting Service Branch Office:

In Charge, William C. Farrell
1216 Merchants Exchange Building
Telephone,

SEATTLE, WASHINGTON

Federal Grain Supervision Branch Office:

In Charge, B. W. Whitlock
2304 L. C. Smith Building
Telephone, Elliott 2379.

SOUTH ST. JOSEPH, MISSOURI
(See St. Joseph)

SOUTH ST. PAUL, MINNESOTA
(See St. Paul)

SPOKANE, WASHINGTON

City Committee:

Chairman,
Clerk, Mrs. Lola B. Gerry, 424 Post Office
Building.

Federal Grain Supervision Branch Office:

Room 516 Chamber of Commerce Building, Washington Street
Telephone, Main 4098
Acting in Charge, William H. Shea.

Post Office Building:

Market News Service on Fruits and Vegetables:

In Charge, Mrs. Lola B. Gerry, Room 424
Telephone, Main 4998.

Hay and Feed Market Reporting Service:

In Charge, Abraham Rickles, Room 419

TOLEDO, OHIO.

Federal Grain Supervision Branch Office:

In Charge, C. L. Cannon
Room 2009, Second National Bank Building
Telephone, Main 1909.

WICHITA, KANSAS

Federal Grain Supervision Branch Office:

In Charge, Robert D. Jarboe
313 Sedgwick Building
Telephone, Market 3508

YAKIMA, WASHINGTON

Conservation of Food Products in Transit and Storage Branch Office:
In Charge, F. W. Allen
624 Miller Building
Telephone, 643

STATE COOPERATION IN MARKETING

ARKANSAS:

Mr. John H. Tull,
Field Agent in Marketing,
318 Southern Trust Building,
Little Rock, Arkansas.

CONNECTICUT:

Field Agent in Marketing,
Connecticut Agricultural College,
Storrs, Connecticut.

Mr. H. Bruce Price,
Agent in City Marketing,
Storrs, Connecticut.

GEORGIA:

Mr. Harry L. Brown,
Field Agent in Marketing,
Georgia State College of Agriculture
Athens, Georgia.

Mr. M. C. Gay,
Assistant in Marketing Investigations,
411 Connally Building,
Atlanta, Georgia.

Miss Myra Wilhite,
Collaborating Clerk,
Georgia State College of Agriculture,
Athens, Georgia.

INDIANA:

Mr. J. R. Cavanagh,
Field Agent in Marketing,
Purdue University,
West Lafayette, Indiana.

IOWA:

Mr. L. G. Foster,
Field Agent in Marketing,
Iowa State College of Agriculture,
Ames, Iowa.

Mr. Paul C. Tomlinson,
Agent in Marketing Work,
Iowa State College of Agriculture,
Ames, Iowa.

MASSACHUSETTS:

Mr. John D. Willard,
Agent in Marketing Work,
Massachusetts Agricultural College,
Amherst, Massachusetts.

MICHIGAN:

Mr. Hale Tennant,
Field Agent in Marketing,
Michigan Agricultural College,
East Lansing, Michigan.

Mr. George C. Raviler
Agent in Organization,
Michigan Agricultural College,
East Lansing, Michigan.

MINNESOTA:

Dr. John D. Black,
Field Agent in Marketing,
College of Agriculture, University of Minnesota,
University Farm, St. Paul, Minnesota.

Mr. Frank Robotka,
Field Agent in Market Business Practice,
College of Agriculture, University of Minnesota,
University Farm, St. Paul, Minn.

MISSISSIPPI:

Mr. Thomas Patterson,
Field Agent in Live Stock Marketing,
Mississippi Agricultural and Mech. College,
Agricultural College, Mississippi.

Mr. John F. McKay,
Field Agent in Truck Crop Marketing,
Mississippi Agricultural and Mech. College,
Agricultural College, Mississippi.

MONTANA:

Mr. W. L. Beers,
Field Agent in Marketing,
Montana State College of Agriculture &
Mechanic Arts,
Bozeman, Montana.

Mr. John M. Brander,
Agent in Live Stock Marketing,
Montana State College of Agriculture &
Mechanic Arts,
Bozeman, Montana.

NEBRASKA:

Mr. H. C. Filley,
Field Agent in Marketing,
College of Agriculture, University of Nebraska,
Lincoln, Nebraska.

Mr. Clyde H. Heard,
Agent in Marketing Work,
College of Agriculture, University of Nebraska,
Lincoln, Nebraska.

NEW MEXICO:

Mr. C. A. McNabb,
Field Agent in Marketing,
New Mexico College of Agriculture & Mechanic
Arts,
State College, New Mexico.

NEW YORK:

NORTH CAROLINA:

Mr. W. R. Camp,
Field Agent in Marketing,
North Carolina State College of Agriculture
and Engineering,
West Raleigh, North Carolina.

Mr. Chas. S. Jones,
Agent in Marketing Live Stock,
North Carolina State College of Agriculture
and Engineering,
West Raleigh, North Carolina.

Mr. O. J. McConnell,
Assistant in Cotton Grading,
North Carolina State College of Agriculture
and Engineering,
West Raleigh, North Carolina.

OHIO:

Mr. V. H. Davis,
Field Agent in Marketing,
State Capitol,
Columbus, Ohio.

Mr. W. F. Rofkar,
Agent in Marketing Work,
State Capitol,
Columbus, Ohio.

Mr. Thomas D. Phillips,
Agent in Organization,
State Capitol,
Columbus, Ohio.

OREGON:

Dr. Hector Macpherson,
Field Agent in Marketing,
Oregon Agricultural College,
Corvallis, Oregon.

Mr. Paul Mehl,
Agent in Marketing Work,
Oregon Agricultural College,
Corvallis, Oregon.

SOUTH CAROLINA:

Mr. Fred L. Harkey,
Agent in Marketing Work,
Clemson Agricultural College,
Clemson College, South Carolina.

TENNESSEE:

Mr. C. E. Brehm,
Field Agent in Marketing,
College of Agriculture, University of Tennessee
Knoxville, Tennessee.

UTAH:

Mr. Z. B. Wallin,
State Agent in Marketing,
Agricultural College of Utah,
Logan, Utah.

VERMONT:

Mr. M. R. Tolstrup,
Field Agent in Marketing,
State House,
Montpelier, Vermont.

VIRGINIA:

Mr. J. Frank Fooshe,
Field Agent in Marketing,
Room 309 Lyric Building,
Richmond, Virginia.

Mr. Daniel B. Owen,
Agent in Marketing Work,
Room 309 Lyric Building,
Richmond, Virginia.

WASHINGTON:

Mr. Joseph Passonneau,
Agent in Marketing Work,
State College of Washington,
Pullman, Washington.

Mr. James L. Dumas,
Extension Agent in Marketing,
State College of Washington,
Pullman, Washington.

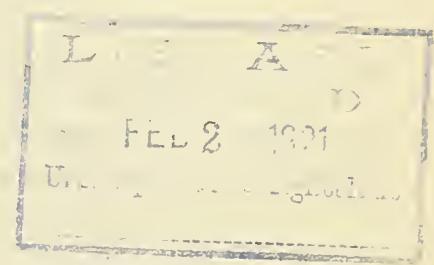
George Livingston

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. 2, NO. 3.

August 15, 1919.



1. OVERDRAWING LETTERS OF AUTHORIZATION.

During the past fiscal year an excessive number of overdrafts on letters of authorization occurred, making very many retroactive amendments necessary. This indicates a most decided lack in the keeping of necessary records. It is self-evident that in a great many cases no attempt has been made to keep any sort of record of expenditures made under letters of authorization, reliance being placed on the ability to get administrative approval of retroactive amendments to cover any deficit.

This indicates the gravest sort of disregard for regulations and supervisory control. A repetition of this procedure must not occur during the present fiscal year. The various allotments and appropriations have been materially reduced and the projects are running on so small a margin that the funds available may be over-expended with very serious results if accurate accounts are not kept.

To procure approval on retroactive amendments covering over-expenditures it will be necessary in each case to make a personal appeal to the chief or acting chief, giving good and sufficient reason why such action should be taken. In no case will retroactive amendments be passed unless the cause undeniably warrants exceptional action.

2. CHECKING LOANS OF EQUIPMENT, LEAVE TAKEN, AND MAILING LISTS BEFORE SEPARATIONS FROM SERVICE.

Attention is called to Bureau Memorandum No. 182, in which it is directed that the Section of Supplies and Accounts will not release final salary or money due for reimbursement of an employee granted leave without pay or furloughed for extended periods or separated from the service by resignation or otherwise, until certificates are received from a responsible project officer to the effect that all property for which the employee concerned is in any way responsible has been satisfactorily accounted for.

Project leaders will be held personally responsible for the return of property of this sort prior to final payment of salary. In the past, the greatest difficulty has been experienced in keeping track of books, cameras, brief cases, typewriters, passes, identification cards, card cases, and other Bureau property loaned to employees. In order to have an accurate check upon this material, it is suggested that head clerks of projects in Washington and head clerks of branch offices in cities outside of Washington prepare a card or sheet for each employee, indicating the articles loaned and date returned and having spaces for checking the leave taken by the employee and the removal of his name from the mailing lists. Such a card will show at a glance all of the matters to be considered when an employee leaves the service.

A new form, for use in requesting separations from the Bureau service, is now in stock. This form calls for information on the points covered herein.

3. PHOTOSTAT AND PHOTOGRAPHIC WORK.

The attention of all employees in Washington is called to the recent issuance of Form BM-74, Requisition for Photographic Work. This form should be used when ordering photostat or photographic work. When the present supply of Form BM-23 is exhausted it will not be replenished, Form BM-74 to be used in its place.

The attention of all concerned is directed also to Form BM-64, Record Slip for Photographs. One copy of this form should accompany each negative sent to the Photographic Laboratory for filing. Full instructions concerning this matter are given on the back of Form BM-64.

A supply of Forms BM-64 and BM-74 is kept in stock and may be obtained on subrequest the same as in the case of other supplies used by the Bureau.

4. DOUBLE SPACING TWO OR THREE LINE LETTERS.

Reference is made to Bureau Memorandum No. 159, relating to economies to be effected to conserve paper, item 1 of which states that "where a saving may be effected by so doing, correspondence be single-spaced with a double space between paragraphs."

In the case of very short letters no saving is effected by single spacing. It is requested, therefore, that such letters be double-

spaced, that the margins be widened, and that discretion be exercised in centering to produce the most satisfactory results. This should not be done, however, when it will result in running over onto a second sheet, or in using a full-length instead of a three-quarter letter-head.

5. MAILING LISTS OF COUNTY AGENTS:

Frequent inquiries are received from various projects of the Bureau with regard to mailing lists of county agents. These lists are set up on plates held in the Government Printing Office, and are available for proper use by means of a letter to the Division of Publications, which should be prepared for the signature of the Chief Clerk of this Bureau, requesting that envelopes be addressed from the lists, which should be specified, and the bulletins, etc., mailed from the Government Printing Office. In every case, however, the material it is desired to send to county agents must be submitted to the States Relations Service for approval in order that that Service may advise as to which agents the material may or should be directed. A description of these lists follows: The numbers and letters given are the list designations used by the Superintendent of Documents.

Office of Extension Work in the South:

No. of addresses.

Superintendent of Documents Key No. :	
380-L, List of Home Demonstration Agents - - - - -	497
380-M, County Agents - - - - -	934

Office of Extension Work - North and West:

No. of addresses.

Key No.

CD-1, Extension Directors and assistant extension directors - - - - -	34
CD-2a, State Club leaders and assistant State Club leaders	108
CD-2b, County Club leaders, assistant county club leaders and District club leaders - - - - -	236
CD-3a, State and Assistant State County agent leaders - -	124
CD-3b, County Agents and District Agents - - - - -	1164

CD-3c, Assistant County Agent leaders	-----	105
CD-4, Farm management demonstrators	-----	54
CD-5a, State and Assistant State Home Demonstration leaders	-----	77
CD-5b, County and Assistant County and City demonstration leaders and assistants	-----	533
CD-8, Libraries	-----	597

6. ANNUAL LEAVE FOR RESIGNING EMPLOYEES.

A precedent has been established by the Office of the Secretary in the ruling made on certain cases where more than accrued leave has been requested for resigning employees.

Hereafter when an employee of the Bureau resigns to accept a position with a commercial concern, he may not receive other than accrued leave after he begins any gainful occupation, or begins to draw any salary or other emoluments from his prospective employment.

7. SALARIES OF TEMPORARY TELEGRAPH OPERATORS.

The attention of the men in charge of branch offices is called to the fact that telegraph operators who are being employed temporarily under letters of authorization to replace operators on leave or ill, or for other emergency reasons, are frequently paid upon the same per annum basis as the operators whose places they are filling. In cases where Sunday is included in the period during which operators are employed temporarily, it often results that these operators receive three days' pay for two days' work. A satisfactory per diem rate for telegraph operators temporarily employed should be decided upon and salary paid only for the actual service rendered.

8. RESTORATION OF NAMES OF STENOGRAPHERS AND TYPISTS TO CIVIL SERVICE REGISTERS.

Circular No. 46 of the Office of the Secretary, dealing with the restoration to Civil Service registers of the names of stenographers, typists, or stenographers and typists who are not assigned principally to work requiring proficiency in these subjects, is quoted below:

"Particular attention is invited to the Executive Order of June 30, 1919, quoted below, which has been transmitted to the Secretary by the Civil Service Commission with the request that it be circulated throughout the Department:

'The Civil Service Commission may enter upon its register for stenographer, typist, or stenographer and typist at Washington, D.C., or elsewhere, the name of a person certified and appointed within three years from any of these registers who is found to be assigned principally in point of time or importance to work not requiring proficiency in the technical subjects upon which he was examined, after the following procedure:

'(1) The employee shall transmit request for entry of his name on the register through the head of his department or office or his authorized representative, in which he shall state the kind or kinds of work he is performing and the amount of time devoted to each kind.

'(2) The request shall be promptly forwarded to the Commission with comment or recommendation.

'(3) If the Commission finds that the principal duties of the person are not those requiring proficiency in the technical subjects upon which he was examined, his name shall be entered upon the appropriate register for further certification unless the department or office corrects the assignment and so reports.

'(4) No disciplinary measure or discrimination shall follow request under this order except for false statement therein, of which the Commission shall be the judge.

'(5) A person certified and selected under the terms of this order shall be at liberty to accept appointment without objection or hindrance by the Department or office which failed to assign him to duties in keeping with his examination.

'The White House
'30 June, 1919.'"

9. DIVISION OF TELEGRAPHIC BUSINESS.

The telegraph and telephone companies, which have been under the supervision and control of the Government for some time past, have been returned to private ownership, effective July 31. During Government control an increase in rates of twenty per cent on all telegraphic traffic was imposed. The Postal Telegraph Company announces that, effective August 1, this twenty per cent increase on both commercial and Government telegrams will be discontinued and that pre-war rates will be restored. The Western Union Company announces that they will continue the twenty per cent increase on all telegrams. In view of this material difference in cost, all representatives of this Bureau who transmit commercial telegrams should file them with the Postal Telegraph Company whenever it may be possible to do so and with a prospect of obtaining equal efficiency in transmission.

10. TELEGRAPHIC ADDRESS OF BUREAU.

The telegraph companies have complained in numerous instances of improper addresses on telegrams received from the representatives of this Bureau. The addresses "Brand, Agriculture, Washington," "Market Surveys, Washington," and "Live Stock, Washington," have been considered by the telegraph companies as code addresses and said to conflict with their traffic regulations. In order to comply with the telegraph companies' rules as nearly as may be possible, to facilitate handling telegraphic traffic over commercial wires and to afford no excuse to the telegraph companies for failure to promptly deliver any telegrams properly addressed, it is directed that in future telegrams addressed to this Bureau and filed with the commercial companies be addressed "Bureau Markets, Washington." The name of the individual or project for whom the telegram is intended should be written as the first body word of the telegram. For instance, a telegram intended for Mr. Sherman should be addressed, "Bureau Markets, Washington" and the word "Sherman" written as the first body word of the telegram. If the telegram is intended for a project or section the initial word in the body of the telegram should be the name of the project or section to which the telegram should be delivered. By observing this instruction it is hoped that incoming telegrams will be subjected only to a minimum amount of delay on account of incomplete or questionable addresses.

11. EFFICIENCY REPORTS FOR FIELD EMPLOYEES.

There seems to be a development of misapprehension in some projects regarding the preparation of the efficiency report for field men. It is not at all necessary for project leaders to turn over to the Committee on Clerical Efficiency the original reports submitted by field representatives.

The recommendations prepared by them are to be considered only as suggestive and advisory in their nature, and subject to complete revision by project leaders if considered advisable. Individual differences in the way various field representatives report may thus be eliminated, the enthusiastic, over-generous recommendations and the more conservative being balanced by the project leader to establish uniformity under the project standard.

It is suggested that in the larger projects a sub-committee on clerical efficiency be established to go over and revise the reports of the project before final transmission to the efficiency committee of the Bureau.

12. TELEPHONE BILLS.

"What should telephone bills be charged against?" This is a question frequently raised by branch offices. Telephone bills incurred under a contract signed by the Secretary or Acting Secretary should be charged against the contract itself. Bills for telephone service under a contract signed by a representative of the Bureau, and telephone bills not covered by contract, should be charged against a letter of authorization.

13. SUPPLIES TO BE SECURED FROM OTHER SERVICES OF THE GOVERNMENT.

The attention of all employees of the Bureau is directed to Information Circular No. 10, Item 4. Under date of July 27, 1919, the Chief Clerk of the Department issued a memorandum with further reference to this matter in which he invites attention to Section 5 of the Deficiency Act of July 11, 1919, as follows:

"That the heads of the several executive departments and other responsible officials, in expending appropriations contained in this or any other Act, so far as possible shall purchase material, supplies, and equipment, when needed and funds are available, from other services of the Government possessing material, supplies, and equipment no longer required because of the cessation of war activities. It shall be the duty of the heads of the several executive departments and other officials, before purchasing any of the articles described herein, to ascertain from the other services of the Government whether they have articles of the character described that are serviceable. And articles purchased by one service from another, if the same have not been used, shall be paid for at a reasonable price not to exceed actual cost, and if same have been used, at a reasonable price based upon length of usage. The various services of the Government are authorized to sell such articles under the conditions specified, and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt; Provided, That this section shall not be construed to amend, alter, or repeal the Executive Order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities.'

"From a preliminary canvass made by the Department of Commerce, it appears that the following departments or establishments are in possession of material, supplies and equip-

ment, outside the District of Columbia, available on account of the cessation of war activities:

"Navy Department - Bureau of Supplies and Accounts.
War Department - Director of Sales Division--Attention Capt. H. E. Leach.
Treasury Department - Chief Clerk of Department.
Munising Corporation - Mr. G. H. S. Rollason, Mngr., Supply & Sales Division.
Emergency Fleet Corporation -(140 N. Broad Street, Philadelphia, Pa.
Emergency Fleet Corporation -(Division of Operations, Washington, D.C.
General Supply Committee - Washington, D.C.

"In carrying out the provisions of the law quoted above it will be necessary for purchasing officers first to ascertain from other services of the Government possessing materials 'no longer required because of the cessation of war activities' whether they have the particular articles desired, and the location and price thereof, unless the purchasing officer from information in his possession knows the department having such supplies available.

"It is expected that ultimately the departments listed above will furnish the General Supply Committee with lists of the supplies they have on hand available for sale. When this is in effect inquiry may be made first of the General Supply Committee, by telephone or in writing, as to which department may have the desired supplies or material. If the General Supply Committee reports that such and such a department has supplies of the character desired, inquiry must then be made of said Department as to the particular articles wanted, their location and price. If the General Supply Committee reports that it has no lists from any department containing the supplies required, it will be unnecessary to canvass the departments listed. This procedure involving the General Supply Committee is not yet in effect. Pending its establishment purchasing officers will canvass, individually, the departments which have stated that they have on hand material, supplies and equipment surplus from the cessation of war activities.

"Your attention is further invited to a decision of the Comptroller of the Treasury addressed to the Secretary of Commerce, dated July 11, 1919, in which certain questions in regard to this matter are answered. This decision has been distributed throughout the Department. Particular attention is called to the last two paragraphs of the decision which are as follows:

" 'The further question of whether inquiry must be made of services outside the District of Columbia, as to their having serviceable articles, where none are available under the provisions of the Executive Order of December 3, 1918, as referred to in the proviso of the above act of July 11, 1919, may be answered by saying the proviso intends no more than to permit in the first place obtaining articles in accordance with said Executive Order so as not to be in conflict with it, and if they cannot be so procured then of course the Act of July 11, 1919, applies immediately as it does not then conflict with the Executive Order.

" 'I think it well to say here that the obtaining the information of whether a Government service has the articles about to be purchased is a detail left by the Act of July 11, 1919, to arrangement by the Government services, but that as the Act is a restraint in making purchases under appropriations, vouchers for purchases outside the Government service where the Act of July 11, 1919, applies, should be certified to the effect that upon due inquiry made it was reported and found the articles purchased could not be purchased from other Government services.'

"In order to be able to place on vouchers for purchases outside the Government service the certificate required by the Comptroller, it will be necessary not only to make inquiry of the General Supply Committee as required by the Executive Order of December 3, 1918, but also, in view of the Comptroller's decision, to canvass the other departments reporting surpluses, and this even for supplies for use in the District of Columbia. For supplies to be used in the field, it is obviously necessary under the law to canvass the departments reporting surpluses from the cessation of war activities."

In conformity with the information contained in the above, all employees of the Bureau are cautioned to exercise the greatest care in the obtaining of supplies and equipment, making sure that nothing is purchased without first ascertaining whether or not the article bought may be supplied through one of the Government services indicated. Doubtless there are certain supplies and equipment which can not be supplied by or through any of the services mentioned, but each employee of the Bureau ordering such supplies must make certain, before placing an order for any item to be purchased, that that particular item can not be supplied by one of the other services indicated. This applies to purchases in the field as well as in Washington.



Acting Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. 2, NO. 4.

August 30, 1919.

1. SUGGESTIONS FOR THE PRACTICE OF ECONOMY.

The urgent necessity for the most stringent economies along every line in the operation of the Bureau has been emphasized again and again. To facilitate the reduction of our liabilities to a point within a safe limit at the earliest possible date, the following points are suggested for consideration:

1. Wherever necessary, service projects should diminish the scope of their activities and investigational projects should drop minor lines of work in order to decrease expenses.

2. The volume of clerical work should be reduced in each project to an indispensable and irreducible minimum and only sufficient clerks retained to handle that minimum.

3. As a result of personal observation, it is known to the administrative officers of the Bureau that in certain projects in Washington many of the clerks are not fully and continuously employed during and throughout the regular working office hours of the day. Specific instances of individual clerks engaged upon personal work, groups indulging in superfluous personal conversation, late arriving, early leaving, excess lunch periods and sheer idling, have been noted again and again. Similar conditions in certain branch offices have been reported. If these conditions are not corrected, disciplinary measures may be taken with individual clerks, and project leaders may be required to reduce their forces where it is evident that the time of clerks is not fully occupied with official work.

4. A very large part of the clerical work of this Bureau is centralized and handled in central operating sections. The demands on these sections will be closely scrutinized and must consist only of essential work. Only necessary dictation or copying should be given to either pool or divisional stenographers and rewriting should not be required for minor corrections in ordinary manuscripts or correspondence. The larger use of dictating machines has been repeatedly suggested and is strongly urged for the sake of its greater economy. No work of a character which should be done in a printing office will

be done hereafter in the Addressing and Duplicating Section. In this connection, it should be remembered that the printing fund is not large and that nothing except entirely necessary printing should be ordered. The printing of forms, blanks, etc., should be limited to those that are indispensable. The amount of photostatic and other work in the photographic laboratory seems to be much larger than is really necessary and must be reduced.

5. In all offices, and particularly in branch offices outside of the District of Columbia, every effort must be made to economize in space and, if possible, to reduce the amount of space for which rent is paid. Arrangements already are under way in some branch offices to achieve this result and inquiries have been made of others. However, branch office employees should not wait for inquiries or suggestions from Washington, but should make a careful study of local conditions, including the possibility of combining project branches in any city which are now separate, and report to their project officers in Washington or to the Branch of Operation any possibilities which may exist in regard to the reduction of the amount of office space used and the lowering of rents therefor.

6. It is known that in some joint or combined branch offices, and it is believed that in many others, the clerical work could be conducted with greater efficiency, and in many cases possibly with a smaller force, by handling all clerical work upon a joint basis without regard to project lines. This, of course, will require careful study and a genuinely cooperative spirit on the part of all concerned.

2. MIMEOGRAPH INK. (Confidential)

In item 14 of Information Circular No. 12 issued February 4, 1919, the Bureau standardized on A. B. Dick ink No. 761, which was under contract for the fiscal year 1919. The contracts for the present fiscal year do not include this ink, so it will be necessary to make some change in our standard.

Careful tests have been made of the inks under contract for the current fiscal year. These are found in the contract book under item 1082 (a) (1) under contract with the Kruse Printing Ink Company, 437 Pearl Street, New York City, and under item 1032 (a) (3) under contract with the Advance Sales Company of 54 West 23rd Street, New York City. The former is named Kipco Ink. The name of the latter is not given in the contract book, but it is known by the trade name of "Perr-fection". Although the Kipco ink is listed for use on flat bed duplicators in connection with wax stencil paper, it may be used upon

dermatype stencils on a rotary mimeograph. The manufacturers of Kipco claim to have modified the composition of this ink so as to have eliminated the undesirable qualities to which this Bureau objected last winter.

Recently two tests have been made in the Addressing and Duplicating Section of this Bureau in Washington of Kipco ink. One was made with samples secured in the field, i.e., outside of Washington, without the dealers knowing by whom the purchase was made or for what purpose it was to be used. The results of this test were the most satisfactory of any test of Kipco which has been made in this Bureau, although it still did not equal the Dick No. 767 in its freedom from hardening and gumming. More recently duplicate tests have been made with Kipco and with the "Perr-fection" ink also under contract, in which the Kipco did not show as well as in the earlier test just described. The results of the comparative test of Kipco and "Perr-fection" are not such as to enable the Bureau to make a final decision as to standardization. It may be said that the Kipco gives fairly good results when used on runs of not more than five or six thousand and without interruptions during which the stencil remains idle, that is, for lunch or overnight, while the mimeograph is standing idle and the ink has time to harden. The "Perr-fection" made a better showing in this particular but seemed to have more of a tendency to smear and spread on the paper than the Kipco. It is possible that the better way to do would be to use Kipco in warm, moist weather and for relatively short, uninterrupted runs, and to try out the "Perr-fection" during colder and drier weather or for longer runs which may be interrupted.

Although the Dick No. 767 is not under contract this year, there is nothing to prevent branch offices from purchasing it if it is believed that its greater merits justify the difference in price between 70 or 85¢ for "Perr-fection" or Kipco and the \$2.10 per pound which must be paid for the Dick ink. It is not believed, however, that the present differences in the merits of these various inks is sufficient to justify paying the much higher price for the Dick ink.

3. USE OF COTTON WASTE IN PLACE OF CHEESECLOTH ON MIMEOGRAPHS.

Owing to the increasingly high cost of cheesecloth, it has been decided to try the use of cotton waste in place of cheesecloth for cleaning mimeographs. A bale of the cotton waste has been placed in stock and can be secured on requisition. It is suggested that all offices of the Bureau using mimeographs give the cotton waste a trial.

4. BRANCH OFFICE FILES.

It has been noted that the files in many branch offices are not centralized, but that each project representative keeps such files as he thinks necessary. It is believed that in most cases it would be better to have branch office files kept by or under the supervision of some one person, preferably the head clerk, and usually they should be centralized.

In the handling of branch office files the following points should be remembered:

1. All correspondence should be filed alphabetically, generally by name of correspondent. Occasionally it may be necessary or desirable to file part of the correspondence by subject where one certain subject draws many letters from persons who are not regular correspondents.
2. Carbon copies of outgoing letters and the incoming letters written by the same correspondents should be filed in the same folder in chronological order. An exception may be made to the rigid rule of filing in chronological order to permit pinning or clipping carbons to the incoming letters to which they reply or which reply to them.
3. Complete files should be kept of Information Circulars, branch office memoranda and other instructions issued from Washington.
4. There should be separate folders for the Washington project offices.
5. A separate personnel file should be maintained under the supervision of the head clerk. This file should include a personnel record card for each employee and a folder containing all correspondence relating to the employee concerned. Personnel record cards may be obtained from Washington on requisition. A copy of the card follows. This file will be found to be very useful in preparing payrolls, requesting personnel action, etc.

Clerical
Scientific
Subclerical

BUREAU OF MARKETS
Division Personnel Record

Location _____
Male or Female _____
Color _____

Name _____ State (App.) _____ State (Born) _____
Date of Birth _____ Civil Service Authority (Original App.) _____ Dated _____

(Place asterisk after entries which require reference to "remarks" on reverse side)
Form BM-76

Reverse side of card.

Date Reported for Duty			HEADQUARTERS	Place	Date Effective
Under Original Appoint- ment	Under Re- appointment or Re- instatement	From Furlough			

Residence Address	Telephone	Date Personnel Advised	Temporary Increases in Compensation (A-Automatic C-By Certification)			
			Section Year	Fiscal Period From To	A or C	

Married:: REMARKS::
Single ::.....

5. ITINERARY REPORT.

It is apparent that little attention is being given to or pains taken with the preparation of the itinerary reports which are submitted with reimbursement accounts for traveling expenses. Almost none are filled out completely and in such detail as to give a clear understanding of the character and purpose of the work for which the travel is performed, what has been done each day, and where it was done.

The entries in the last column, headed "Purpose of visit, or business of day", are often so general in their nature, so indefinite, incomplete, ambiguous or confused as to be practically without meaning. This column should show what is done. The other columns should be filled out to show the date, hour, and minute of every move from city to city and to cover each day of the entire period for which the voucher is submitted.

Only one entry need be made for any period of consecutive days spent in one city and without any change whatever on the line or kind of work. In such cases, the entries in the columns preceding the last should show when the city was reached, by date, hour and minute, and when departure therefrom was made in the same way, with all of the necessary information as to the nature of the work done included in a single item in the last column. Of course the date, place, and arrival and departure columns should show all movements.

In a general way, these reports should be so prepared that they will show where a traveler was each day, what he was doing and when he did it. Where different lines of work are taken up upon the same day, there should be some indication as to the part of the day devoted to each, although this need not be given exactly in hours and minutes, as is required for arrivals and departures.

The following is given as a sample report:

Form No. 1.

Itinerary Report.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Markets.

Itinerary report of

D. C. Griffith

During period from

October 1 to October 16, 1917.

DATE	PLACE	ARRIVALS		DEPARTURES		Purpose of visit or business of day.
		Hour	A.M. P.M.	Hour	A.M. P.M.	
1	Bryan, Tex.			12:30	A.M.	
1	Waxahachie, "	7:05	A.M.	9:25	P.M.	Conference with Hudson, Eliot, Brown, Higginbotham and Wood.
2	Taylor, "	2:45	A.M.	12:35	P.M.	Called on Farmers' Warehouse Co.
2	Bryan, "	3:35	P.M.			Classification of cotton for farmers
5	Bryan, "			1:09	A.M.	
5	Austin, "	6:15	A.M.	10:30	P.M.	Conference with Weinart, Daniels and Newton regarding Texas Gin Sampling Law.
6	Bryan, "	3:15	A.M.			Classification before sale of producer's cotton.
8	Bryan, "			12:30	A.M.	
8	Waxahachie, "	7:05	A.M.			Preparing for gin sampling test investigations.
11	Waxahachie, "			5:55	A.M.	
11	Tyler, "	4:20	P.M.			Assisting Wood in starting gin sampling test at his sta.
12	Tyler, "			2:25	P.M.	
12	Waxahachie, "	7:05	P.M.			Conference with Atkinson & Coburn re. work at Camden.
15	Waxahachie, "			3:20	P.M.	
16	Camden Ark.	12:30	P.M.	3:45	P.M.	Conference with Phelps & Scott re. work at Camden.

6. HOTEL INFORMATION.

In view of the present very high schedules of hotel rates, and the difficulty experienced by officers and employees performing official travel for the Bureau in securing lodgings and subsistence at rates within the Department limits, it is believed that the information in regard to hotels, which has been secured in practically all of the cities of the country by representatives of the Bureau of Markets, should be collected and made available to all. Therefore, it is requested that Bureau employees report to the Administrative Assistant in Charge of Operation any items of information which may be of use to others having occasion to visit the cities in which the hotels described are located. Any new information secured from time to time should be sent in also.

Among such items of interest, for instance, may be mentioned the fact that some hotels make special rates to Government employees. Some hotels advertise low rates but when the traveler calls for a room at the advertised price he is told that none are available at that price at that particular time. If any employee has knowledge of hotels where the lowest advertised rates are not fairly representative, it would save time and trouble if all the other Bureau men had knowledge of the matter.

Generally speaking, information is desired in regard to the hotels to which travelers might wish to go, rather than concerning those which they might better avoid. The largest, best, highest-priced and most widely known hotels do not need description or to be called to attention. The particular object in view is to give general distribution among the travelers of this Bureau to information in regard to hotels which give adequate accommodations at relatively reasonable rates.

The rate quoted in any description should be the lowest rate for outside room, with bath.

The points upon which information is desired are as follows:

1. Name and street location.
2. Accessibility from railroad stations. In cities with only one or two stations, give directions for reaching hotel, on foot and by street cars.
3. Lowest rate for outside room with bath.
4. Rate of largest number of outside rooms, with bath.

5. Fireproof or not.
6. Distance from business center, branch offices of Bureau of Markets, produce district, railroad yards, stock yards or packing centers, etc.
7. Grade or quality of meals, a la carte or table d'hote, character of service, etc.
8. General grade or character of furniture, fixtures, equipment, service, etc.
9. Nature of location - noisy? Dirty? Quiet? Clean?
10. General Remarks.

When the information so collected is distributed, it will, of course, be regarded as entirely confidential.

The traveler many times will find that certain hotels have either specially desirable or very undesirable characteristics. Such matters should be made known for the benefit of all. It is urged that everyone will do his part in forwarding information as called for above.

7. PERSONAL USE OF BUREAU AUTOMOBILES.

Reports have been received recently in Washington indicating that in some cases and to a certain extent, branch office men are converting Bureau automobiles to personal use, not only in going to and from work, but even for pleasure trips or private business errands, for themselves, their families, or their friends.

Such a course can not be defended or excused. It is one of the surest ways by which to arouse antagonism and provoke criticism on the part of the public. It is hoped that these reports are the result of some error or misunderstanding. However, as a safeguard, any personal use of Bureau automobiles is hereby expressly forbidden, and any known infractions of this rule will subject the offender to discipline of the gravest character.

George Livingston

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. II, NO. 5

September 15, 1919.

1. NEW ASSISTANT SECRETARY OF AGRICULTURE.

The Office of Information has issued the following news item for immediate release:

"The new Assistant Secretary of Agriculture, James R. Riggs, whose nomination has just been confirmed by the Senate, is a farmer--not merely by way of interest in the subject but by life-long, practical application. Farming has been his primary occupation all his life. More than that, he is a farmer by heredity. So far as the available record shows, the Riggs line from which he is descended has been made up of farmers all the way. His grandfather, Hezekiah Riggs, was born on a farm in Loudon County, Virginia, in 1791. When he was 22 years old, he moved to Sullivan County, Indiana, and engaged in farming and live stock growing. There Commodore Perry Riggs, father of the Assistant Secretary, was born and there he spent his life as a farmer and stock grower. All of his sons and all of his sons' sons have been farmers.

"Among the several sons of Commodore Perry Riggs was James R. Riggs. He was born at Shelburn, Sullivan County, Indiana, February 17, 1865. For two years after graduation from the Sullivan County High School, in 1882, he was deputy county treasurer and bookkeeper for hardware and lumber firms. In 1885, when he was 20 years old, he began his career as a farmer. He made his first purchase of land in 1888. From that time until the present, he has continued in the active management of his farms.

"While devoting his energies primarily to farming operations, Mr. Riggs has found time both for other business enterprises and for public affairs. He was elected county auditor in 1894. For a number of years, he was active in the development of the coal, oil, and gas industries of his section. For twelve years, he was president of a trust company. He has been connected with the construction of more than 200 miles of improved highway. Since 1912, he has been engaged in the manufacture of drain tile.

"Mr. Riggs was married in September, 1895, to Miss Bessie Lewman of Clark County, Indiana. They have three daughters."

2. WAR MEMORIAL FUND.

In connection with the plan of the Department to erect a memorial to its employees who gave their lives in the great war, as indicated in Information Circular No. 20, Item 3, it is desired to call attention to the fact that October 1st, the time set for all subscriptions to be paid, is drawing near. It is suggested that those who have not yet contributed bear this in mind.

Of our total of 1550 employees in the Bureau of Markets, only 622 have taken part in this effort to commemorate the supreme sacrifice of our former associates. This leaves 928 employees, or 59.87 per cent, who have not participated. This is not characteristic of the generous way in which this Bureau has responded to other appeals in the past and it is hoped that in the last few weeks our quota of \$900 will be oversubscribed. Only \$679.10 has been secured from the Bureau of Markets to date.

3. INQUIRIES TO SECRETARY'S OFFICE.

Various project officers and head clerks of this Bureau have developed the practice of calling up the Office of the Secretary to inquire concerning the approval of special requests for authorizations for travel or to attend meetings, and in regard to personnel matters. Mr. Zappone's office also has been called frequently with regard to the payment of vouchers. Such inquiries should be made of the proper office in this Bureau, which will give the information desired, if it is available, or make any necessary inquiries of the Office of the Secretary or of the Division of Accounts. All inquiries regarding personnel matters should be directed to the Personnel Section of the Bureau. Administrative matters, such as approval of requests to attend meetings, should be taken up directly with the office of the Chief. Operating matters should be taken up with the Administrative Assistant in Charge of Operation. All fiscal matters, including inquiries concerning the payment of vouchers, should be taken up with the Section of Supplies and Accounts of this Bureau. Editorial matters and questions concerning printing and publications should be taken up with the Editor and Librarian who will refer them to the Division of Publications. The Secretary's Office has requested that these matters be taken up as indicated above and not by project officers and head clerks.

4. NAME TYPEWRITTEN UNDER SIGNATURE.

Permission is hereby granted to officers of the Bureau signing correspondence to have their names typewritten just above the title

over which they are signing. A signature, though perfectly clear to the signing officer, often is read incorrectly by the recipient of the letter. The adoption of this suggestion should eliminate incorrect initials and misspelt names from the addresses on incoming replies. Stenographers will prepare in the following form:

Very truly yours,

G. C. WHITE
Specialist in Transportation.

The name should be written in capitals, and the usual five single spaces should be allowed for the signature.

It will not be expected that the stenographer will type the name above the title unless specific instructions to do so are given by the dictator.

5. DISCONTINUING TEMPORARY STATIONS.

In connection with the preparation of letters of authorization, a point has arisen which does not appear to be thoroughly understood by all. Whenever a temporary station has once been designated, it continues as such until it is specifically withdrawn by competent authority, the Chief or Acting Chief of the Bureau. Neither the conclusion of travel under a Letter of Authorization nor the end of the fiscal year terminates an assignment of temporary headquarters. A temporary station may be discontinued in any one of three ways:

1. It may be stated specifically in an amendment to the Letter of Authorization that the point assigned as temporary headquarters is discontinued; for example, "Onley, Virginia, is hereby discontinued as your temporary station."

2. A new temporary station may be assigned by amending the original L. A., as, for example, "Your temporary station is hereby changed from Onley, Virginia, to Palisade, Colorado," or by issuing a new letter which designates a new temporary station.

3. A temporary station is automatically discontinued by the issuance of a new letter which specifies "Temporary station, not designated."

This should be noted especially in connection with subsistence expenses and allowances. A traveler returning to a previously assigned

station may find that he is not able to procure reimbursement for subsistence expenses at that point or that his per diem is cut to \$2.50.

This should be noted by those employees who have to do in any way with the making of requests for letters of authorization.

In preparing subrequests for authorizations, it might be well to specify that any temporary station designated will be only for the duration of the letter in which it is designated and for travel performed thereunder.

6. MISUSE OF FRANKING PRIVILEGE.

Below is quoted a portion of Circular No. 50 under date of August 18, 1919, signed by Mr. F. R. Harrison, Assistant to the Secretary:

"The attention of the officers and employees of the Department is invited to the following ruling of the Third Assistant Postmaster General relative to the use of penalty return cards:

"It has come to attention that your office recently distributed a circular entitled 'Our Forest Problem', relative to publications issued by the Forest Service of the United States Department of Agriculture, the circular being accompanied with a penalty card concerning which the following statement appears in the circular:

'By signing your name and address and mailing the enclosed postal card, which requires no stamp, you can obtain any or all of the publications named below.'

While the law relative to the penalty privilege, embodied in section 496, Postal Laws and Regulations, provides that --

'Any department or officer authorized to use the penalty envelopes may enclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information, and indorsements relating thereto.'

this is applicable only in cases where persons are requested to furnish 'official information' desired by a Department or officer of the Government, and the provision does not contemplate that penalty envelopes or cards shall be furnished, as

in this instance, to enable persons to mail free of postage requests for publications which the persons may desire. Such requests do not constitute 'official information' within the meaning of the statute quoted, but clearly relate to the personal business of the individuals making the requests. The requests are, consequently, properly chargeable with postage and it would seem that the persons sufficiently interested in any publications which a Department or officer of the Government may have to distribute should be willing to pay postage on requests therefor."

Bureau employees will note carefully and see that the instructions are complied with.

7. TERMINATION OF APPOINTMENTS.

All appointments to positions in the Department of Agriculture are made by the Secretary. The termination of all appointments therefore must be made by the Secretary. The attention of all employees of the Bureau is called to this point in order to avoid a repetition of a case which occurred recently wherein the man in charge of a branch office notified an employee that his services were no longer required and that he need not again report for duty. Such action can be taken only by the Secretary. In every case where a separation from the service is deemed necessary, recommendation in proper form should be made to the Washington office, and no further action taken except under instructions from Washington.

8. SUBMISSION OF MANUSCRIPTS FOR OUTSIDE PUBLICATION.

Attention is called to Cir. No. 49, Office of the Secretary, which is quoted below: Hereafter this request should be met by all officers and employees of the Bureau of Markets having anything to do with the preparation of such manuscript.

"The Secretary requests that, in connection with recommendations regarding the publication of articles in outside channels, the ribbon copy and a distinct carbon copy of the manuscript be submitted to the Office of the Secretary. This will facilitate the examination of the manuscript and make it possible for the editorial force to indicate on the ribbon copy, which will be returned to the Bureau, any corrections it may seem desirable to make before the article is published.

(Signed) F. R. Harrison

Assistant to the Secretary".

9. SALARY LIABILITIES.

Your attention is called to the difficulty which is being encountered in keeping correct records of the salaries charged against the various projects. At the beginning of the fiscal year 1920, lists of employees in all the projects were prepared and approved by each project. These lists showed the roll upon which each employee was to be paid during the present fiscal year and in the majority of cases they should be adhered to. In order to avoid confusion in the accounting office, it is desired that the number of changes made from one roll to another be reduced to the minimum. When, however, it is necessary to transfer an employee from one project, or subproject, to another, memoranda concerning the subject, addressed to Mr. Quinn, should be sent through Miss Lyne's office so that the records concerning allotments may be correct.

10. REPORTS FROM REVIEWING SECTION.

The latest reports from the Reviewing Section, showing the number of letters dictated to pool and divisional stenographers, are very encouraging. There are, however, a few exceptions indicating need for improvement.

The report by sections for the week ending August 25 is shown below:

Section	Letters dictated to:	
	Pool Stenog- raphers	Divisional Stenog- raphers
Administrative	40	53
Market Surveys	66	28
City Marketing and Distribution ..	4	2
Live Stock and Meats	51	46
Market Grades and Standards	64	1
Transportation	95	4
Cold Storage Reports	13	—
Cotton Handling and Marketing ...	34	8
Cotton Futures Act		29
Nitrate	111	—
Preservation of Fruits and Vegetables	34	—
Federal Grain Supervision	134	31
Seed Marketing Investigations ...	53	16
Grain Standardization	11	9
Foreign Marketing	55	3
Market Business Practice	7	1
Warehouse Investigations	43	5
Marketing Dairy Products	54	5
Cooperative Purchasing and Marketing ..	26	1
Wool Investigations	139	23
Totals	1034	265

The Administrative Section dictated 40 letters to pool stenographers and 53 letters to divisional stenographers. This is due to the fact that one dictator gave but 2 letters to pool stenographers as against 40 letters to divisional stenographers.

The dictation of the Live Stock and Meats project was very evenly balanced. The totals for this project were made up of a considerable number of dictators, each dictating relatively few letters. One member of the Live Stock project, however, is recorded as having dictated 1 letter to a pool stenographer and 16 to a divisional stenographer.

The records of Market Grades and Standards, Transportation, Cold Storage, Preservation of Fruits and Vegetables, Foreign Marketing, Warehouse Investigations, and Marketing Dairy Products for the week ending August 25 are particularly good.

Members of the Cotton Futures Section dictated 29 letters to divisional stenographers and none at all to pool stenographers.

The records also show that 469 letters were written without dictation, that 26 contained no initials to show the dictator or stenographer, that 465 were written on prepared forms, and that 173 were written in buildings with no pool, making a total of 2432 letters vised during the week. This is in addition to 229 telegrams, but included 145 intra-bureau memoranda.

11. REFERENCE SLIPS AND SPECIAL SLIPS.

Information Circular No. 13, Item No. 10, calls attention to the misuse of reference slips (Form BM-26) and pink "Special" slips (Form BM-24). There is a tendency on the part of some to disregard previous instructions concerning the use of these forms.

As a matter of economy, all employees are urged to use Form BM-26 only in the manner for which it was designed, i. e., only when its purpose can be fulfilled by writing upon it the date and the name or initials of the person to whom referred and by checking the action desired.

Pink "Special" slips (Form BM-24) should be used only where a real necessity for immediate attention exists. The indiscriminate use of these slips tends to retard rather than hasten the work of the Bureau. It should be borne in mind by everyone that in order to receive prompt attention "Special" slips in every instance should be initialed and dated by the person by whom attached. Slips not initialed and dated are disregarded in the administrative offices,

being generally detached and thrown into the waste basket, the papers which they accompanied being sent along in the usual channels.

12. DIVISION OF TELEGRAPHIC BUSINESS.

On account of misinformation in regard to the rates to be charged by the Postal Telegraph Company on Government business, instructions were issued in Information Circular, Volume II, Number 3, paragraph 9, to transmit whenever possible all Government business via the Postal lines. All Government departments have been under the impression that the 20% reduction of the Postal Telegraph Company applied to Government telegrams. This Company now has advised us that this decrease in rates is for commercial telegrams only and does not apply to Government business and that the increase of 20% on all Government rates still will be in effect. Accordingly, instructions contained in paragraph 9 of Information Circular referred to are hereby cancelled and all representatives of this Bureau, who transmit telegrams, may file them with either company as has been the practice prior to August first.

13. TELEGRAPHERS AT BRANCH OFFICES.

The number of inquiries and comments which have been received from time to time and certain misunderstandings which have arisen have made it evident that some confusion and considerable uncertainty exists in the minds of project representatives in branch offices as to the line of demarcation in the supervision of the services of telegraph operators in branch offices between the authority of the Superintendent of Telegraph in Washington and that necessarily exercised by the project representatives in the field.

Everything pertaining to telegraphers at branch offices that has to do with contact with Washington comes under the direction of the Superintendent of Telegraph. His supervision includes hours of duty and control of actual work on the wires. Any case of discipline more than informal reprimand should be taken up by project representatives or the chairman of the operating committee with the Superintendent of Telegraph. Project representatives in single project branch offices, or the chairman of the Operating Committee in joint branch offices, are expected to enforce discipline and have full authority to insist upon prompt and efficient discharge of duties. When services of telegraphers are not required at the key the project leader may assign them to other work not out of hearing of the key and in such a way and upon work of such character as to avoid causing delays in answering calls. Project representatives also should look after such matters as punctuality,

attitude toward work and lack of cooperation, so far as these questions apply to telegraphers, as they do for their own clerical forces.

14. TELEGRAPHIC ADDRESSES FOR FIELD.

The attention of all concerned is called to Information Circular Vol. II, No. 3, Item 10, entitled "Telegraphic Address of Bureau". In the future it is directed that telegrams addressed to branch offices and filed with commercial companies be addressed as follows: "Bureau Markets, Webster Building, Chicago, Illinois". In case of a joint office the same address should be used with the project name written as the first body word of the telegram. For instance, a telegram intended for the Market Surveys project in the joint office in Philadelphia should be addressed "Bureau Markets, Bourse Building, Philadelphia, Pennsylvania", and the word "Surveys" written as the first body word of the telegram. In case the building has no name or is not well known the street and number should be given instead.

15. ECONOMIES IN MIMEOGRAPHING.

Mr. P. L. Gray, the head clerk in our joint office in New York City, writes that a considerable quantity of mimeograph ink may be saved by thoroughly rinsing with gasoline a can which has been drained of its ink. He states that this results in a slightly thinner ink which, when mixed with half a can of standard ink, produces very satisfactory results in the machines.

He also calls attention to the fact that mimeograph feed rollers, which will no longer serve their purpose on the machine, may be used in place of rubber finger cots in hand feeding. This device has been used for years with highly satisfactory results in the Addressing and Duplicating Section in Washington. In fact rubber erasers, the rubber on the end of lead pencils, rubber bands, etc., also are used regularly in this Section in the same way.

16. ADDRESSING AND DUPLICATING SECTION.

Miss Ethelyn C. Winslow has been designated as head clerk of the Addressing and Duplicating Section. Miss Mary V. Beckham is mailing list clerk in the same section, and has immediate supervision of the work relating to such of the mailing lists of the Bureau as are included in the Mailing List Key. The establishment of new lists, the placing of names on or dropping names from standing lists, changes in addresses, and similar matters, and all correspondence and memoranda relating to mailing list work, will be referred to Miss Beckham.

17. THE ADDRESSING OF SHIPMENTS COMING INTO WASHINGTON.

Attention is called to the method of addressing shipments coming into Washington in order that it may be more definitely known whether the shipment is personal or Government property. Shipments of Government property (in the future) should be addressed in the following form:

U. S. Dept. Agric., Bureau of Markets,
Market Surveys, c/o Mr. W. L. Evans,
Washington, D. C.

The delivery of personal shipments to the Bureau is discouraged, but in cases where such deliveries are absolutely necessary the person expecting to receive the shipment should give the consignor specific instructions that the package be addressed to him personally rather than to the Bureau in his care, e.g., Mr. W. L. Evans, Market Surveys, Bureau of Markets, U. S. Dept. of Agriculture, Washington, D. C. The property clerk of the Bureau should be advised of expected shipments.

These two standard ways of addressing shipments, together with the information given the property clerk, will obviate all uncertainties as to whether or not the charges are payable by the Government, both when charge slips are issued at time of delivery and later when vouchers are audited and certified.

18. ORDERS FOR ADDRESSING, DUPLICATING, ETC.

When submitting blue card orders to the Addressing and Duplicating Section, it should be stated specifically on the requisition for whom the work is to be done and where it is to be delivered, giving the name of the building and the number of the room. This will eliminate the difficulties experienced at present in returning work done in this Section.

In this connection, reference is made to Item 8 of Information Circular No. 13, "Account numbers on orders on Addressing and Duplicating Section". It has been noted that the projects are neglecting to give the project account number. This number should follow the name of the section.

In the past errors have occurred in filling repeat orders, due to uncertainty as to what stencil was to be used. To avoid this difficulty, thereby making sure that the right stencil is used, in future the Addressing and Duplicating Section will show just below the date line on the blue-card order the number of the stencil used on that job.

This blue card always accompanies the proof or the finished work when returned to the project, and the number shown thereon should be copied on the white card copy which is held in the project. A repeat order must carry this number in each instance. Failure to give the number will result in delay, as the card will be returned to the project by the Addressing and Duplicating Section to have the information given.

These blue card orders should be transmitted through the office of the Administrative Assistant in Charge of Operation for approval.

19. USE OF GOVERNMENT BILLS OF LADING ON EXPRESS SHIPMENTS.

It has been noted recently that several projects have used Government bills of lading contrary to instructions contained in Bureau Memorandum No. 171. The rule that Government bills of lading should not be used for express shipments to or from Washington is the only exception to the general rule regarding the use of Government bills of lading. Freight shipments to and from Washington should be handled on Government bills of lading in the regular way, as should shipments of Government property by freight or express between points in the field.

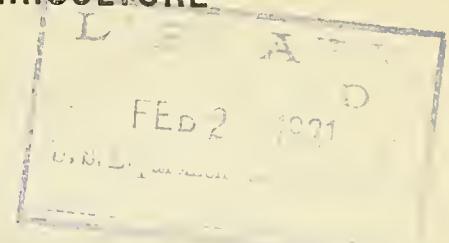
George Livingston

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, NO. 7.

November 1, 1919.

1. LETTERS OF AUTHORIZATION TO BE SIGNED BEFORE ISSUANCE OF TRANSPORTATION REQUESTS.

Heretofore the Section of Supplies and Accounts has issued transportation requests on letters of authorization as soon as the number has been assigned the letter, but before it has been approved by the Chief or Acting Chief of the Bureau. This practice has been followed with the understanding that no expenditures for travel would be made until the letter of authorization had the approval of the Chief, Acting Chief or Assistant Chief. Recently, however, letters were requested by three men authorizing travel, and all three performed travel without securing the approval of the Acting Chief or the Assistant Chief. These three letters have not been approved. One of the excuses offered for making the trip was that inasmuch as transportation requests had been furnished, it was presumed that the authorizations had been approved.

Hereafter no transportation requests will be issued until after the travel has been approved by the Chief of Bureau, the Acting Chief or the Assistant Chief. This means that no transportation requests will be issued until the letter of authorization actually has been signed, unless the subrequest bears some note on its face or is accompanied by a memorandum stating that the travel has been approved informally by the Chief of Bureau, Acting Chief or the Assistant Chief.

2. CLERICAL EFFICIENCY COMMITTEE.

The efficiency committee of the Bureau of Markets for the six months ending December 31, 1919, will meet about November 1 for the purpose of revising the efficiency register of the clerical and sub-clerical employees of the Bureau. This register will be in effect from December 1, 1919, to May 31, 1920, inclusive. The personnel of this committee, as at present constituted, is as follows:

R. V. Bailey, Chairman.

C. S. Cole.

L. B. Flohr (Vice R. L. Nixon).

3. REDUCTION OF BUREAU ACTIVITIES.

Since the end of the last fiscal year reduced appropriations have made necessary a curtailment of Bureau activities. Material reductions have been made in the Bureau personnel, the branch offices, and the telegraphic leased wire services. The following tables show the conditions on June 30, the present conditions and the net reductions.

Personnel:

	<u>No. of Employees</u>		<u>Reduction</u>
	<u>June 30</u>	<u>October 1</u>	
Scientific:	708	640	68
Clerical & Subclerical:	1054	817	237
Totals:	1762*	1457**	305

*Includes 81 on furlough.

**Includes 50 on furlough.

Branch Offices:

	<u>Number</u>		<u>Reduction</u>
	<u>June 30</u>	<u>October 1</u>	
Cities in which offices located:	56	46	10
Branch Offices:	108	90	18
Project Branches:	186	139	47

The changes indicated in this table, together with reduction of space in branch offices which were not closed, involve an aggregate office space reduction of approximately 12,000 square feet.

Telegraphic Leased Wires:

	<u>Number</u>		<u>Reduction</u>
	<u>June 30</u>	<u>October 1</u>	
Circuits	7	5	2
Stations	48	35	13
Mileage	12,084	8,516	3,568
Operators	97	73	24

4. HAY AND FEED WEEKLY MARKET REVIEW DISCONTINUED.

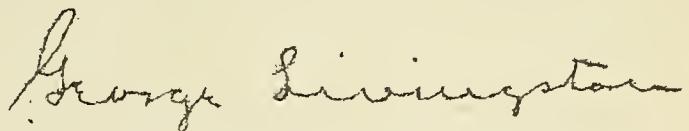
Because of the reduced appropriation it has been necessary to discontinue the Weekly Market Review which has been issued by the Hay and Feed Market Reporting Service. While the reports issued

Another phase of the same condition is involved in transmitting material to the Stenographic Section to be copied or corrected. Frequently the slip attached bears only the name or initials of the sender who may not be known to the stenographer by whom or to the messenger through whom the material is returned. Such slips should bear the name and room number of the person to whom it is to be returned.

7. PERSONNEL DIRECTORY MUST BE KEPT UP TO DATE.

A directory showing the residence and office address of all employees of the Bureau with headquarters in Washington is kept in the Personnel Section. This includes employees who are stationed in the field but whose permanent station is designated as Washington. For employees stationed in the field or in an itinerant status, no residence address is maintained and any calls will be referred to the project for attention.

If the personnel directory is to be of any real service, it must be kept up to date. Head clerks will be held personally responsible for reporting promptly any changes in address to the Personnel Section. A check will be made each month. All employees of the Bureau should keep the head clerks of their respective projects informed of changes of residence so that the head clerk in turn may advise the Personnel Section.

A handwritten signature in cursive ink that reads "George Livingstone". The signature is fluid and somewhat stylized, with "George" on the top line and "Livingstone" on the bottom line.

Acting Chief of Bureau.

from the San Francisco and Kansas City offices were discontinued some time ago, September 27 was the last date for those issued from Washington, Atlanta, Chicago, Minneapolis, Fort Worth, and Spokane. Hay marketing investigations will now be conducted from the field stations at Atlanta, Minneapolis, and Spokane, and both hay and broom corn investigations from Fort Worth.

5. USE OF ELEVATORS PROHIBITED WHEN AUTHORIZED OPERATORS ARE NOT PRESENT.

The custodian of a Federal Building in which one of our offices is located reports that one evening, about 9:00 o'clock, four employees of the Bureau came into the building and requested a laborer, who was engaged in cleaning the lobby, to take them in the elevator to the fifth floor. The laborer at first refused, but later decided to comply with the request. The doors to the elevator in question could be opened by a steel rod which was not available to the laborer, who thereupon unfastened the keepers in the top and bottom of the door. He neglected to replace the keepers before starting and as a result the doors swung inward and caught on the floor of the cage, thus badly bending the doors and breaking all of the glass. It cost the Treasury Department \$58.70 to repair the damage.

Employees of this Bureau, whether located in Federal or rented buildings, must not operate the elevators or induce building employees other than the regular elevator conductors to operate the elevators for them. If it is necessary to go to the office when the regular elevator conductors are off duty, use the stairways.

6. ADDRESSES ON INTRA-BUREAU PAPERS.

Delays in the transmission of papers from one person to another in the Washington offices sometimes occur because of insufficient address. It is a common practice to transmit memoranda and other papers from one individual to another in the offices in Washington by attaching a slip bearing only the name of the person to whom it is to be delivered. In some cases, such a person may not be specially well known, and in others the papers may fall into the hands of new messengers unfamiliar with the personnel of the Bureau. In all such cases, the address should bear not only the name of the person to whom the papers are to be delivered, but also his room number and the name of the building in which his office is located. Also, when an extra carbon copy of a letter is made, it should bear, as well as the name of the person for whom it is intended, his room number and the name of the building in which his office is located.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. II, NO. 8.

November 28, 1919.

1. THE MARKET REPORTER.

The following announcement should appear in one or more issues of each of the periodicals or reports distributed by the Bureau. This should be repeated occasionally during November and December, and should be worded as follows:

"ANNOUNCEMENT OF THE MARKET REPORTER.

"Beginning about January 1, 1920, 'The Market Reporter,' a periodical of general interest devoted to marketing information concerning important agricultural products, will be published weekly by the Bureau of Markets. It will be sent free to those interested who make request for it to the Bureau of Markets, U. S. Department of Agriculture, Washington, D. C., and who give the following information: (a) name and full address, (b) business or occupation, (c) kind or kinds of farm products in which interested, and (d) the names of periodicals or reports (mimeographed or printed) that are being received or have been received regularly from the Bureau of Markets or any other branch of the United States Department of Agriculture.

"George Livingston

"Acting Chief of Bureau."

2. PREPARATION OF GRAPHIC CHARTS.

A considerable proportion of the records resulting from the work of the Bureau of Markets is of a statistical nature. A part of these statistical records is adapted to presentation in graphic form in charts, diagrams, curves, and plats. When statistical material is presented in charts or graphs, it must be prepared with due regard to simplicity, consistency, clearness, and standard form. Several graphs have been brought to attention recently which were not properly prepared.

It is felt that the waste of time and energy involved in the preparation of useless charts and the risk of discrediting the Bureau by the possibility of publishing anything of this nature improperly executed make it highly desirable to arrange for the preparation of such diagrams in standard form.

Dr. Carl J. West, Specialist in Marketing Statistics, will have general supervision of such work in the Bureau and before work is begun in the actual drafting of any charts, the material to be used and a complete explanation of the proposed diagram should be submitted to him for approval. This will include the approval, not only of the form in which the chart is to be prepared, but also a decision as to whether the preparation of any chart whatever is necessary or justifiable. Further, after such graphs are prepared, they should be submitted to Dr. West for final approval before any use is made of them.

5. RECOMMENDATIONS REGARDING SEPARATIONS FROM THE SERVICE.

There has been considerable delay on the part of projects and sections in submitting promptly recommendations for the separation of employees from the service. In many cases the B.M. Form 25 is sent to the Payroll Clerk a number of days before the regular recommendation for separation is sent to the Personnel Section. As a result it frequently happens that the recommendation for the acceptance of resignation or termination of appointment is prepared on a date subsequent to the effective date of the action.

In view of the necessity for the utmost conservation of funds and in order that statutory places may be filled as soon as they are vacated, head clerks and others responsible should send to the Personnel Section the regular recommendation for the separation of the employee from the service at the earliest possible moment. This recommendation should be sent to the Personnel Section at the same time the B.M. Form 25 is sent to the Payroll Clerk. This point will be checked from time to time, and the head clerk of the division involved may be required to explain any case in which this is not done.

In connection with sending B.M. Form 25 to the Payroll Clerk, when the separation of an employee from the service is expected, the head clerk of the project issuing the form should be sure to recall the form if the anticipated separation does not take place. Recently one of the projects, contemplating the closing of a branch office, sent to the Payroll Clerk a B.M. Form 25 covering one of its employees. The employee was not separated from the service, but was

transferred to another line of work. The B.M. 25 Form remained on file with the Payroll Clerk and when the employee's name appeared on the payroll of the branch office for the month following the effective date of the B.M. 25, his name was removed from the roll and his pay held up almost ten days.

4. HANDLING REQUESTS FOR PUBLICATIONS.

Hereafter when letters are received from persons other than regular correspondents requesting copies of reports issued by this Bureau, or official publications which may be distributed free of cost, no letter of transmittal should be written to accompany the material requested when it is mailed, and the letter from the correspondent making the request should be returned with the material. If only a part of the reports or publications asked for can be sent, the others should be checked in red or blue pencil and the words "supply exhausted" should be written at the bottom of the letter preceded by a check similar to that used to identify the items short. In case the request cannot be complied with, even in part, the letter should be returned to the correspondent with the words "supply exhausted" written across its face.

This procedure will save a considerable amount of unnecessary work in preparing letters of transmittal and filing the incoming letter and the carbon of the reply.

5. DIVISION INVENTORY RECORDS.

Four brief cases were turned over to one of the projects of the Bureau last May to be carried on the project inventory. Recently that project called upon the Bureau Property Clerk for a record as to the whereabouts of the brief cases.

It had been supposed that everyone understood that when property is assigned to a project to be handled as a project matter the Bureau Property Clerk is not expected to keep track of it further than to show on his records that it is charged to the project. When property is transferred to a project to be handled on the project inventory records it is done for the convenience of the project, and the matter is out of the hands of the Bureau Property Clerk, the project in such cases being entirely responsible for the property. When any such articles are loaned to any one a record of such loans must be kept within the project. Head Clerks and others interested will govern themselves accordingly.

6. APPEARANCE OF DAILY MARKET REPORTS.

For some time past the Bureau has been considering the feasibility of substituting printing for the present system of duplicating the daily market reports. If this plan is adopted, however, it can be used only in three or four of the larger offices. Therefore, the Bureau will have to depend upon the mimeograph for most of this work and every effort should be made to improve its appearance.

At the present time many of the branch office reports are not a credit to the Bureau. The ink now on contract has caused a great deal of trouble. The stencils are not always clean cut and in many reports the lettering indicates that the typewriting machines are out of alignment and in poor shape. Great difficulty is experienced in securing good operators.

It is believed that better results may be obtained if we standardize on A. B. Dick 767 Ink in the branch offices. While the cost per pound of this ink is higher than the other inks, the better results obtained warrant its use. Care should be taken of all typewriting machines used for stencil cutting. A special effort should be made to see that the substance used in moistening stencils should not be allowed to drop into the mechanism of the machine. The type used should be sharp faced and should be replaced as soon as it becomes worn. When a typewriting machine has been used for stencil cutting for one year or more, its exchange for a new machine may be considered. An effort will be made to secure salary recognition for duplicating machine operators who perform uniformly good work.

It is distinctly recognized that it will be the policy of the Bureau to do everything possible to improve the quality and appearance of these reports and the Bureau is willing to meet any reasonable increase in production costs that will insure a definite improvement in the quality and appearance of the work.

7. PERSONNEL RECORDS.

Reference is made to Branch Office Memorandum No. 23, dated November 6, 1919. It is suggested that all papers in personnel folders be numbered serially. This will afford a check on the surreptitious removal of papers. All papers should be filed chronologically, always having the latest date on top. The numbering should be done with red ink, numbering the first sheet "1." The second sheet

(the one on top of the first sheet) should be numbered "2," the third sheet "3," and so on. To make the numbering more easily recognizable and to prevent its being confused with any other figures that may appear on any page each sheet should be numbered in the same relative position, as nearly as this may be practicable, and each number should be enclosed in a circle.

If all the sheets in the personnel folder are thus numbered and all papers are fastened in the folder by the use of a flat file fastener the matter of lost or misplaced papers in personnel folders will be reduced to a minimum.

Extreme care should be used to see that folders from personnel files do not fall into the wrong hands.

8. SUPERVISION OF MACHINE ROOMS AT JOINT OFFICES.

The machine room in a joint branch office containing more than one market reporting project is under the supervision of the Chairman of the Operating Committee, and all matters connected with machine-room operation should be taken up with that officer or with the Head Clerk. Attention is directed to this rule for the reason that project representatives newly transferred from single project branch offices, or for any other reason unfamiliar with joint operation, sometimes exhibit a tendency to demoralize the machine-room force by interfering directly in its management, resulting in contradictory orders and policies and confusion on the part of employees as to the actual source of authority.

Project representatives in joint branch offices who wish to make complaints or suggestions, or secure information in regard to machine-room operation, should deal with the Chairman of the Operating Committee or the Head Clerk. Recommendations regarding changes in the machine-room personnel should be made to the Chairman of the Operating Committee or discussed at the Operating Committee meetings. It is absolutely necessary that this practice be followed strictly for the reason that in a joint office two or more of the market reporting services are concerned and action which may benefit one may be to the detriment of another.

9. TOWEL SERVICE AT BRANCH OFFICES.

It appears that economy may be effected in the branch offices by discontinuing the relatively expensive towel service and substituting therefor paper towels or toweling. In several of the offices

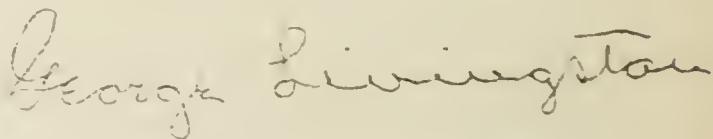
the charges for towel service have recently been increased. In one of the large branches the towel service has cost at the rate of \$132.00 per annum. In the Washington office of the Bureau paper towels have been in use for some time and have been found satisfactory. Paper towels may be obtained from Washington upon requisition at the following prices.

Rolls, 11-3/8 x 14 inches, 150 towels to roll and 50 rolls to packing case @ 14-1/2 cents a roll;
Folded towels, 13-1/4 x 11 inches, 150 to package and 25 packages to carton, \$4.35 per carton.

Existing contracts for towel service should be cancelled as soon as possible. Vouchers for towel service rendered after January, 1920, will not be approved unless supported by an explanation.

10. ROACHES AND WATERBUGS.

For the benefit of those Bureau offices which have to contend with roaches or waterbugs, attention is called to the point that the activities of these pests may be much curtailed by the use of paste or liquid prepared for the purpose. A supply of either may be obtained by making subrequest the same as for other items carried in stock. The paste is placed on one end of small sheets of paper, which are then rolled into cylinders encircled with rubber bands, with the paste inside, and placed in infested localities, such as drawers. The liquid is sprayed over infested areas, taking care not to spray paper, fabrics, etc.



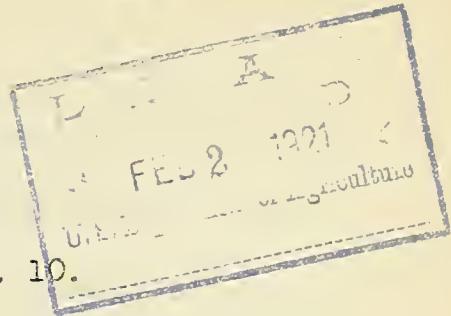
Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

vol. 2, no. 9 superseded by vol. 3, no. 1



INFORMATION CIRCULAR VOL. II, No. 10.

December 18, 1919.

1. HALF-HOLIDAYS BEFORE CHRISTMAS AND NEW YEAR'S DAYS.

The following announcement has been issued by Mr. Reese, Chief Clerk of the Department of Agriculture to the Chief Clerks of Bureaus, Divisions and Offices:

"You are hereby authorized to excuse all employees who may be spared from duty on the afternoon of Wednesday, December 24, and the afternoon of Wednesday, December 31, 1919, beginning at 12:00 Meridian.

Employees absent for the entire day on either of these dates will accordingly be charged with three hours annual leave."

2. USE OF STENOGRAPHIC POOL.

A stenographic pool has been conducted in the Bureau of Markets for more than five years. It has maintained an even distribution of the stenographic load, eliminated overtime and idle time on the part of stenographers, assimilated rush orders and peak loads, easily met a wide range of needs and special demands for stenographic service, facilitated the standardization of form and method, developed individual efficiency, made it possible to measure the relative merits of operators, and produced an output greater than would have been possible had the same number of stenographers been scattered through several divisions. It has served as an excellent training school for operators, making them acquainted with the officers, divisions, and lines of work of the entire Bureau and giving them special qualifications for satisfactory service when transferred to divisional work.

However, in the management of the pool it has been found difficult to enforce inflexible rules governing its use if due consideration is given both to the efficiency of the personnel of the Bureau as a whole and of the individual dictator. Hereafter the general policy of the Bureau will be to continue to require that, under ordinary circumstances, dictation be given to stenographers from the pool, but limited exceptions may be made when justified by circumstances. Less stress will be placed upon the desirability of dictation being given to pool stenographers by heads of divisions and leaders of the larger projects when administrative responsibility makes the administrator's time a matter of first consideration. It is believed that in general stenographic work it is desirable to dictate only once or possibly

twice each day, but when not more than two letters are to be dictated at any one time the use of stenographers from the pool will be optional. It is understood, of course, that in buildings where there are no pool stenographers, divisional stenographers should be used.

Supplemental to this revised policy, there will be a change in the attitude of the Bureau in regard to the selection of clerks. The appointment or transfer of stenographers should not be requested for ordinary clerical positions. There is a severe dearth of competent stenographers in the Government service and, except for former stenographers who have been promoted to higher grades of work, no clerical position not requiring the services of a shorthand writer should be filled by the appointment of a stenographer. Further, when the reports from the Reviewing Section indicate that a disproportionately large percentage of the correspondence of any division which may be served by pool stenographers has been dictated to divisional stenographers, it will be presumed that this is done in order to utilize what otherwise would be the idle time of stenographic clerks and such divisions will not be expected to request the appointment of additional clerks in any capacity until this margin of extra time has been absorbed.

It is hoped and expected that such officers of the Bureau as have occasion to dictate to stenographers will cooperate with the Bureau administration in continuing to use the stenographers in the pool and the emergency stenographers in the various divisions to the best advantage and in the most effective way. The Bureau must not be placed in a position where it can be criticised for employing an unduly large number of stenographers, and the full use of the pool is the surest means of holding the total number in the Bureau to the minimum necessary for the transaction of business.

3. ITINERARY REPORTS.

The requirement as to the submission of itinerary reports with reimbursement vouchers does not seem to be thoroughly understood throughout the Bureau. An itinerary report on Bureau Form No. 1 must be submitted with every reimbursement voucher Form 4 whether or not any travel is actually performed away from one's official station during the period, unless the voucher contains only re-submitted items suspended from a previous account. Every voucher, therefore, covering station expenses at a branch office must be accompanied by an itinerary report. After Form 4 vouchers are forwarded to the Disbursing Office for payment, the only consecutive record of expenditures under letters of authorization retained by the Bureau is the itinerary reports containing memoranda entered by our Section of Supplies and Accounts concerning the voucher covering the period. In this connection see Information Circular Vol. II, No. 4, Item 5.

4. MOTOR VEHICLE EXPENSE ACCOUNTS.

Although Item 7 of Information Circular No. 18 states that after July 1, 1919, it no longer will be necessary to forward monthly motor vehicle expense statements to Washington, a number of the branch offices continue to send these statements in. Recently motor vehicle expense accounts have been received from the Grain offices at Toledo and Minneapolis, the Inspection branches at New York, Minneapolis and Philadelphia and the Live Stock office at Kansas City. The sending in of these unnecessary statements indicates that the branch offices are not reading the Information Circular and the attention of all branch offices again is called to that portion of Item 7 of Information Circular No. 18, which is quoted below:

"At the same time, i.e., upon July 1, 1919, the keeping of the motor vehicle expense accounts will be transferred to the Section of Supplies and Accounts in Washington. After that time the branch offices operating motor vehicles need not render the monthly statements of expenses which are required at present."

5. PREPARATION OF SALARY VOUCHERS.

Item 2 of Information Circular No. 10, dated January 15, 1918, which concerns salary vouchers, reads in part as follows:

"Hereafter, single copies of all vouchers charged against letters of authorization, including salary vouchers,.....should be sent to the office of the project or division leader in Washington..... Field pay rolls and Form 3 salary vouchers for employees serving in the field under appointment will be prepared in duplicate and mailed directly to the Clerk in Charge of Supplies and Accounts....."

In the future, all salary vouchers, whether under letter of authorization or appointment, are to be prepared in duplicate and mailed directly to the Clerk in Charge of Supplies and Accounts, except those of the Grain Division, which are to be prepared in duplicate and mailed to the Washington office of that division.

6. SAFEGUARDING PROPERTY WHICH MAY BE EASILY STOLEN.

Attention is called to the fact that there is a certain class of property easily portable, readily converted to personal use, and presenting special temptation and opportunity for theft. Special care should be given to the safeguarding of property in this class. The percentage of loss in this class is relatively very much higher than the proportion in any other. Hereafter, special care will be exercised in scrutinizing the reports of losses of this class of property, and employees charged with the custody of such articles will be held responsible in case of loss and required to replace or pay for the articles unless it is shown that whenever not in use or under direct observation they were protected from theft by being locked up or by other adequate safeguards. It will not be sufficient to leave such property locked in rented office rooms in buildings where the cleaning is done by irresponsible employees of lessors.

A number of articles of the kind described are itemized in the list given below:

Automobiles	Lap Robes
Bags, Traveling (Suitcases)	Non-Skid Automobile Chains
Bicycles	Padlocks
Bottles, Thermos	Pocket Magnifiers
Brief Cases	Portable Typewriters
Cameras and Camera Accessories	Push Carts
Drawing Instruments (All kinds)	Scissors
Fountain Pens	Shears
Flashlights	Small Tools (Hammers, Hatchets, Pliers, etc.)
Gloves	Steel and Linen Measuring Tapes, etc.)

7. PURCHASE OF GLASS TOPS FOR DESKS.

A recent incident has brought to attention the fact that the long established policy of the Bureau in regard to the purchase of glass tops for desks never has been made a matter of written record.

The relative costs of desks and plate glass tops are such that it does not pay to purchase glass tops for the sole purpose of protecting the desks. In instances where the rule has been waived and glass tops have been purchased, observation has shown that in most cases very little material of any real value for quick reference is placed under the glass, that little use is made of what is placed there, and that it generally is hidden by papers, desk trays, instant sets, etc., on top of the desk.

Hereafter, no glass tops for desks should be purchased without the specific approval, in advance, of the Chief or Acting Chief of the Bureau.

8. HANDLING REQUESTS FOR PUBLICATION.

An inquiry has been made as to whether Item 4, No. 8, Vol. II of the Information Circular, with the same subject is given above, applies to letters from Congressmen.

This item does not apply to requests from Congressmen, or other officers occupying relatively important public positions, such as diplomatic officers, directors of state experiment stations, chiefs of bureaus, or the like. Letters from such sources should be handled in the usual manner.

9. PROPERTY RECORDS.

Recently one of the projects in the Washington office called on the Property Clerk for a record of the whereabouts of four brief cases which had been turned over to and charged against the property account of the project several months previously. It had been taken for granted by the administrative officers of the Bureau that each project would understand that all records of such property in its possession must necessarily be kept by the project itself, since manifestly it is impossible for the Property Clerk to maintain any record of such items other than to see that they are charged to the project. In all cases where brief cases or other property are transferred to and charged against the property account of a project that project must keep a record of the whereabouts of all such articles.

10. OUTGOING TELEGRAMS.

For the information of all concerned in the Washington offices, attention is called to the fact that hereafter outgoing telegrams, both leased wire and commercial, will be viseed by the Secretary to the Chief of Bureau instead of in the Reviewing Section.

11. THE INDEX SERVICE OF THE DIVISION OF PUBLICATIONS.

A memorandum issued by Mr. Edwy B. Reid, Chief of the Division of Publications, in regard to the index service of the Division of Publications, under date of November 3, 1919, is copied below:

"The suggestion has been made that the index service of the Division of Publications would be used oftener and to greater advantage if its existence and character were better known both in the Department and outside.

"The indexes of the Division, in card form, furnish references to all important subjects mentioned in the publications of the Department and to Department authors, from 1862 to date; also to the reports on Agriculture by the United States Patent Office from 1857 to 1862. They are useful to persons preparing articles on agricultural subjects, especially for an examination of what already has been published by the Department. Obviously, when Department publications are prepared such an examination appears necessary as the first step taken. The indexes are of service to writers in clearing the field in which they propose to work, and in selecting material for study, investigation, and research.

"They also are useful in determining what publications should be sent to applicants for information who indicate only the subjects in which they are interested, and do not specify particular publications by number or title.

"An index is maintained of matter of interest to the Department which appears in the Congressional Record. This is maintained by sessions and is kept on file as long as present space conditions will permit.

"Workers in the Department are invited to use the index facilities freely and on request to this Division a list of references on any agricultural subject, and such other service as may be available, will be furnished promptly. Suggestions as to how the index section may be made more useful will be welcomed.

"An index of the illustrations contained in Department publications and otherwise available for Department use is in course of preparation and when completed will be available for ready reference."

George W. Huntington

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, No. 11.

December 29, 1919.

Hotel Directory.

In conformity with Information Circular Vol. II, No. 4, Item 6, the information contained herein, in regard to hotels in various cities, is given for the benefit of Bureau of Markets employees in the hope that time, expense and trouble may be saved our men when in a travel status and visiting cities where they are unacquainted. It is felt that it would not be good policy to make a report on undesirable services or characteristics. However, where the quality of service or of any other factor or attribute is not mentioned, it may mean only that we have no report at all in regard to the points omitted. Where two minimum rates are given it signifies that information from two different sources differs.

It should be understood by all that the information supplied herein must be treated in a strictly confidential manner, since of course the Department can not be placed in the position of advertising either the good or bad qualities of any hotel. Therefore, this issue of the Information Circular in particular must not be permitted to fall into the hands of other than Bureau employees.

It should not be taken for granted that the information given is the last word in all cases. A change of management may result in a marked change in service, or rates may be advanced at any time. Operating conditions may vary greatly in the same establishment at different periods. This list is not to be considered as complete. Doubtless there are many good hotels which are not mentioned here at all. Some of the best have been omitted intentionally because of rates so high as to be prohibitive to travelers limited to the Government allowance for subsistence.

If any errors are noted or if any one has suggestions to make, or can submit any additional information which might be used at some future date in a revision or supplement to this circular, it is desired that the information be transmitted to the Administrative Assistant in Charge of Operation.

The information available is listed below, alphabetically by states and then by cities. Unless otherwise indicated the price shown is reported to be the lowest rate for outside room with bath.

Experience has shown in many cases that the safest method of procedure is to write or telegraph to the hotel at which one expects to stop, requesting the reservation of a room, specifying the kind of room desired and the maximum price one is willing to pay, and stating probable dates of arrival and departure. Such a message should reach the hotel at least two or three days before the date on which the traveler expects to arrive.

ALABAMA

BIRMINGHAM

Jefferson. 2nd Avenue and 24th Street; \$2.50; centrally located.

Morris. 1901 - 1st Avenue; near L & N Station; \$2.50; fireproof.

Tutwiler. 20th Street and 5th Avenue; reached by street car from Southern Station; \$2.00 - \$3.00; fireproof; two blocks from business center; first-class; service excellent; clean and good.

DECATUR

Echols. \$1.50; European; service fair.

HUNTSVILLE

Twickenham. \$2.00; European; service excellent..

MONTGOMERY

Exchange. Commerce Street; four blocks from Union Station; \$2.00 - \$2.50; European; service good.

Gay-Teague. Commerce Street; two blocks from Union Station; \$2.50 - \$3.00; fireproof; two blocks from business center; service good; European.

ARIZONA

PHOENIX

Adams. Easily accessible; \$1.75 - \$2.00.

TUCSON

Santa Rita. \$1.50; service excellent.

ARKANSAS

FORT SMITH

Goldman. \$1.25

Main. \$1.25

Southern. \$1.00

JUDSONIA

Elliott. \$2.25

LITTLE ROCK

Marion. Fifteen minutes by street car; \$2.50; fireproof; in business center; first-class; European; service good.

NASHVILLE

Garner. \$2.50

VAN BUREN

Mrs. Armstrong. \$12.00 per week for room.

CALIFORNIA

EL CENTRO

Barbara Worth. Easily accessible; \$2.00.

LOS ANGELES

Clark. 426 S. Hill Street; \$2.00; easily accessible.

Hayward. Spring and 6th Streets; \$2.50; conveniently located; excellent service; European.

Rosslyn. Main and 6th Streets; \$2.50 - \$3.50; new modern hotel; nicely appointed.

SAN DIEGO

Grant. Easily accessible; \$2.00.

SAN FRANCISCO

St. Francis. Powell, Geary & Post Streets, facing Union Square; \$2.50; easily accessible.

Stewart. 353 Geary Street; \$2.50; very quiet; well appointed small hotel; clean; very reasonable for the service rendered; excellent accommodations.

Fielding. \$2.00 - \$3.00; accommodations good.

TURLOCK

Carolyn. \$1.75.

Vignolo. \$1.75 - \$2.00; accommodations fair.

BRAWLEY

Dunlack. \$1.75 - \$2.50; accommodations fair.

COLORADO

DENVER

Oxford. Wazee and 17th Streets; \$2.00; service good.

GREENLEY

Camfield. \$25 per month for room.

Sterling. \$25 per month for room.

PALISADES

Midland. \$2.00

CONNECTICUT

BRIDGEPORT

Stratfield. Main, Golden Hill & Chapel Streets; \$2.00; good service.

HARTFORD

Bond Annex. Within easy walking distance of the Union Station: \$4.00; fireproof; service excellent.

DELAWARE

WILMINGTON

Dupont. Can be reached by street car from station; \$2.50; fireproof; accessible to business center; European; excellent service; first-class.

Winkler. Across street from Hotel Dupont, one block from Main Street; can be reached by street car from railroad station; \$2.00; centrally located; quiet.

FLORIDA

JACKSONVILLE

Mason. Centrally located; \$3.50; service good; European.

MIAMI

Fort Dallas. \$3.00 per day for room and board.
\$2.00 per day for room.

ORLANDO

Empire. \$3.50 per day; American.

San Juan. \$2.50 - \$3.00; European.

PALMETTO

Oaks. \$2.50; American.

TAMPA

Hillsboro. \$3.00; with shower \$2.50; European.

GEORGIA

ATHENS.

Georgian. \$2.50; American; service good; location good.

ATLANTA

Ansley. Forsyth and James Streets; \$2.50 - \$3.00; fireproof; convenient location; service good; clean.

Kimball. Corner Pryor and Wall Streets, opposite Union Station, fifteen minutes from Southern Terminal; \$2.50; noisy.

Piedmont. Peachtree and Luckie Streets; fifteen minutes from Southern Terminal; \$2.50 - \$3.00 with but few available at that price; fireproof; clean; service good; European.

Terminal. Mitchell and Madison Streets; near Union Station: \$3.00.

Winecoff. Peachtree, Corner Ellis Street; fifteen minutes from Southern Terminal; \$2.00; fireproof; clean, service good.

AUGUSTA

Albion. On Broad Street, ten minutes from Union Station; hotel bus 25 cents round trip; \$2.00 - \$2.50; convenient location; service good.

FORT VALLEY

Winona. \$3.50; American.

MACON

Lanier. \$1.75.

Terminal. \$2.00; near station.

SAVANNAH

Savannah. Facing Johnson Square; fifteen minutes by street car; \$2.50; fireproof; in business center; first-class; European; clean.

THOMASVILLE

Tosco. \$3.00; American.

ILLINOIS

CHICAGO

Alexandria. 542 Rush, corner Chic: \$2.50.

Atlantic. Clark Street near Jackson Blvd.; \$2.50; can be reached by street car or on foot, three blocks from Grand Central Station; fireproof; centrally located; service and equipment excellent; quiet, difficulty in securing rooms even after promised;

Clarendon Beach. Wilson Avenue and the Lake; \$4.00; fireproof; new; very comfortable; good meals.

Fort Dearborn. Corner Van Buren and La Salle Streets; \$2.75; fireproof; service excellent; very good restaurant; best service of any hotel in loop district.

Great Northern. North Dearborn and West Jackson Streets; \$2.50; very desirable both from standpoint of location and service rendered.

La Salle. La Salle and Madison Streets; \$4.00; fireproof; centrally located; excellent service; European.

Morrison. Corner Madison and Clark Streets; \$2.50; fireproof; easily accessible; excellent service; extremely popular; difficult to get rooms.

New Southern. 12th Street and Michigan Boulevard; single room with bath \$2.00; small but first-class; one block from Wabash Avenue surface line, two blocks from elevated without change from La Salle Street Station.

Sherman. N. Clark and W. Randolph Streets; rather high priced.

The Planters. 19 N. Clark Street; \$2.00; small hotel but very good service; cafeteria only.

Washington. 165 W. Washington Street; formerly Kaiserhof; rates as low as \$2.00 - \$2.50; it seems to have more rooms available on short notice than other hotels in Chicago. Outside loop district; one block from the Wabash Ave. surface cars, two blocks from elevated without change from La Salle St. Station.

Stockyard Inn. Convenient to stockyards and stockyard office of the Bureau; on elevated only a few minutes ride to city; all outside rooms; \$2.00.

PEORIA

Jefferson. Corner Jefferson and Liberty Streets; \$2.00 with shower; fireproof; centrally located; service good.

CAIRO

Colonial. 810 Washington Avenue; six blocks North and two blocks West from Illinois Central and Big Four Station; seven blocks from Iron Mountain Station; street cars pass in front of hotel; \$1.75; European; fireproof; in center of business district; close to offices of Bureau; good meals; table d'hote; service good; equipment good; clean; quiet; business men prefer this hotel because it is in heart of the business district and within walking distance of most all business houses.

INDIANA

HAMMOND

Oaks. \$3.50 per day room and board.

INDIANAPOLIS

Claypool. Considered the finest hotel in the city, located at Northwest corner of Illinois and Washington Streets, four blocks from the Union Station; on leaving station walk directly North or take any car going North; \$2.50 and up; fireproof; in business center; about 8 blocks from the produce district, two miles from the stock yard; grade and quality of the meals very good, served a la carte; also have cafeteria in connection; full most of the time.

Denison. On Pennsylvania Street, near Ohio Street, directly across from the Custom House; 7 blocks from Union Station; on leaving station walk directly North on Illinois Street to Ohio then East on Ohio to Pennsylvania to hotel or take any car passing station and transfer at Illinois and Washington to Central, College, or 18th Street car line, get off at Ohio and Pennsylvania; \$2.00 up; reservation should be made in advance; cafeteria adjoins the hotel where good meals can be had at reasonable price; fireproof, in central part of the city; close to the produce district; about two miles from stock yards; can get stock yards car on Washington Street between Illinois and Meridian Streets.

English. 134 Monument Place: six blocks from Union Station; walk north on Illinois Street to Market Street, then East on Market to Circle, or take Illinois car passing station and get off at Market Street: \$1.75 to \$2.50; about 85 rooms with bath at these prices; fireproof; fairly modern, however one of the oldest hotels in city; short distance from produce district; about two miles from stock yards; take stock yards car at corner of Meridian and Washington Streets; a good medium priced hotel where you can secure accommodations at most any time.

Lincoln. Washington and Illinois Streets, four blocks from Union Station; \$2.00 and up; very few rooms at \$2.00; table d'hote; also cafeteria adjoining; fireproof; in central part of town; about two miles from stock yards; a high priced hotel.

Royal. 323 N. Illinois, directly across the street from the Y.M.C.A.; seven blocks from Union Station, walk north on Illinois to hotel or take Illinois car at station going North; 20 rooms with shower bath at \$1.25; 75 rooms with tub bath at \$1.75; 40 rooms with connecting bath \$1.00; no meals served, cafeteria next door; about the best cheap hotel in the city.

Severin. Corner Illinois and Georgia Streets; one square from Union Station: \$2.50 - \$3.50; meals a la carte; also cafeteria connected; this is a ... f

all stock yard cars pass door and also cars for the produce market; three blocks from center of city; reservations should be made in advance.

Spencer. Directly across the street from Union Station; \$2.00; annex is fireproof; meals a la carte; about a mile and a half from the stock yards; the stock yards cars pass the door; it is within walking

distance of the produce market; noisy, adjoining the railroad yards; not the most desirable place to stop.

Washington. On Washington between Meridian and Pennsylvania; \$2.50 and up; six blocks from Union Station; in center of city; meals a la carte and cafeteria adjoining; a good high priced hotel.

Williams. On West Washington, near Capitol; seven blocks from Union Station; walk North on Illinois to Washington and West on Washington to hotel, or take Illinois car, transfer at Washington Street to West Washington car; about 80 rooms with bath \$1.50; serve no meals; no cafeteria connected; fireproof; about two miles from stock yard and about one-half mile from produce market; good medium priced hotel.

SOUTH BEND

Oliver. \$2.00; high grade services; sanitation and cleanliness, excellent; meals obtainable in hotel; American.

IOWA

DES MOINES

Chamberlain. \$2.00, room with shower; service fair.

SIOUX CITY

Martin. Within walking distance of railway stations; \$2.00; fireproof; centrally located; service excellent.

KANSAS

ATCHISON

Byram. Convenient to station; \$2.00; accommodations fair; clean; cafe in connection; European.

HUTCHINSON

Bisonte. Easily accessible; \$5.00; American.

MANHATTAN

Gillett. Can be reached from Northern Pacific Station by street car; \$3.75; American; service good.

NEWTON

Harvey House. At station; \$2.50; meals \$1.00; noisy, European.

PARSONS

Faye. Convenient to station; \$2.50; noisy; good cafe in connection.

PITTSBURG

Stillwell. About four blocks from M.P. Station and six blocks from A.T. & S.F. and D.C.S. Stations; \$3.50; meals fair; American.

WICHITA

Lassen. Uptown; \$3.00; new hotel; service good; European.

KENTUCKY

LOUISVILLE

Seelbach. Walnut and 4th Streets; twenty minutes by street car; \$4.00; fireproof; in business center; good service and equipment; European.

Tyler. Corner Jefferson and 3rd Streets; \$2.00; fireproof; centrally located; convenient to railroad; service good; European; clean; quiet; very good.

Watterson. On Walnut Street between 4th and 5th, on car line; \$2.00; fireproof; location good; service good; European.

LOUISIANA

ALEXANDRIA

European. Just across street from Union Station: \$2.00; noisy; fireproof; European.

HAMMOND

Oaks. Located near station; \$3.00; American; meals good; service good; convenient to business district.

NEW ORLEANS

Grunewald. 123-127 Baronne Street; \$2.50 - \$4.00; new part fireproof; centrally located; service good.

LaFayette. 623 St. Charles Street; \$4.00; fireproof; service average; rooms clean.

Montelsone. Corner Royal and Iberville Streets, near Canal Street; \$2.50; centrally located; European; service good.

St. Charles. St. Charles and Common Streets; \$2.50 - \$4.00; centrally located; service excellent; very comfortable.

MAINE

PORTLAND

Congress-Square. Centrally located; \$3.00 - \$4.00; well appointed.

Falmouth. Well located and comfortable; \$2.50 - \$3.50; an old hotel but one with a very good reputation.

LaFayette. Is on the principal street; car from Union Station stops in front of door, same from Grand Trunk Station; \$3.00; fireproof; in business center; about one or two miles from various railroad yards; service good; equipment good.

MARYLAND

HAGERSTOWN

Hamilton. On main street opposite Court House; two blocks from railroad station; \$2.00; centrally located; service very good; quiet; very good family hotel.

Maryland. \$1.50.

BALTIMORE

Caswell. Baltimore and Hanover Streets; \$2.50; fireproof; convenient to Supervision; convenient to railroad; clean; European.

Emerson. Baltimore and Calvert Streets; \$2.50; fireproof; centrally located; convenient to Supervision; convenient to railroad; clean; European.

Howard. Howard near Baltimore; \$2.50; fireproof; centrally located; convenient to Supervision; convenient to railroad; clean; European; noisy.

Renert. Liberty & Saratoga; \$2.50; fireproof; fifteen minutes from Union Station by taxi.

CUMBERLAND

Ft. Cumberland. Corner Baltimore and Liberty Streets; reached on foot from station; \$2.50; fireproof; center of city; meals obtainable at Coffee Room of the hotel; food excellent; prices reasonable; equipment excellent; quiet and clean.

MASSACHUSETTS

AMHERST

Perry. Within one block of the business center; some distance from both railway stations; \$4.00; American; meals fine; service excellent.

BOSTON

Adams. 553 Washington Street; \$2.50; within walking distance of Produce District; clean; quiet.

Avery. 24 Avery Street; fifteen minutes walk from South Station; \$2.50; fireproof; centrally located; clean; good.

Brewster. 19 Boylston Street; subway from both North and South Stations will put you off almost in front of hotel; \$3.00; fireproof; in business center; one mile from produce district; some distance from railroad yards; service fair; equipment good.

Copley Plaza. Copley Square and Trinity Place; \$3.00; easily accessible.

Essex. Atlantic Avenue and Essex Streets; just across from South Station; \$2.50 - \$3.50; fireproof; convenient location; service fair; European; noisy.

Thorndike. Boylston and Tremont Streets; \$2.00 - \$4.00;

Touraine. Tremont and Boylston Streets; \$3.50 - \$4.00; centrally located; well equipped and nicely appointed.

GREENFIELD

Weldon. One mile from station, no cars; \$3.00; fireproof, away from business districts, railroads, etc.; service good; European; quiet.

NORTHAMPTON

Draper. About half mile from station; car line runs past hotel but turns about six or eight blocks away from station; \$2.25; fireproof; business center; one and one-half miles from railroad yards; service fair; European; equipment good.

SPRINGFIELD

Cooley. Within one block of Union Station; \$2.00 - \$2.50; fireproof; in business center; two miles from railroad yards; service good; European; equipment good.

Kimball. Four blocks from Union Station; \$2.50 - \$3.50; a little out of business center; quiet; clean; well appointed.

WORCESTER

Bancroft. Franklin Park; about five blocks from Union Station; \$2.75; fireproof; service excellent.

Warren. 201 Front Street; one block from station; \$1.50 fireproof; within walking distance of railroad yards; center of business section; service excellent; European; equipment excellent; clean.

MICHIGAN

DETROIT

Fort Shelby. Lafayette Boulevard at first street; within walking distance of stations; \$2.50; fireproof; centrally located; not noisy; servidor service; table d'hote and a la carte.

Madison and Lenox. Madison and East Grand River; \$1.50; excellent cafe, dinner 75¢, breakfast, 50¢.

Norton. Corner Griswold Street and Jefferson Avenue; near Interurban, Grand Trunk Railroad Station; \$1.50; fireproof; in wholesale section.

Statler. Grand Circus Park, Washington Blvd. and Bagley Avenue; easily accessible; \$2.00; fireproof.

MINNESOTA

DULUTH

Holland. Opposite stations; \$2.00; large rooms; fireproof; centrally located; service good; cafe in connection.

Spalding. Superior Street and 5th Avenue; \$2.00; fireproof; convenient to Supervision; convenient to railroad; centrally located; clean; noisy.

Y.M.C.A. Extensively patronized by grain men for rooms and meals; very reasonable.

MINNEAPOLIS

Andrews: 4th Street and Hennepin Avenue; four or five blocks from railroad station; ten minutes by street car; \$2.00; fireproof; convenient to business center; about five blocks from Flour Exchange Bldg.; European; furniture and fixtures good; service good; clean; cheaper rooms without bath not recommended.

Dickman. On 6th Street between Nicollet and Hennepin Avenues; \$2.50 with shower - \$4.00 with bath; in business center; service fair.

ST. PAUL

St. Paul. 5th and St. Peter Streets; \$3.00; fireproof; convenient to business center; good rooms and service; special attention given to mail and wires; European; a la carte and table d'hote.

MISSISSIPPI

CORINTH

Cox. Near Southern and M. & O. Station; moderate rates; three squares from business center; railroad hotel.

CRYSTAL SPRINGS

Mrs. P. C. Jenkins. \$15.00 per week; American.

GULFPORT

Great Southern. \$1.50; location good; service good; European.

MISSOURI

KANSAS CITY

Coates House. Broadway and 10th; \$1.50; good sized rooms, comfortably furnished.

Savoy. 9th and Central Streets; street cars direct from Union Station; \$1.50; well furnished; convenient to wholesale district.

Westgate. At the Junction, Main, 9th and Delaware Streets; \$1.50 - \$2.00; fireproof; street car service direct to and from station; centrally located; just across the street from Supervision office; clean; service good; well appointed; small hotel.

KENNETH

Wyman. \$15.00 per month for room.

MONETT

Broadway. \$2.50 per day, room and board.

ST. JOSEPH

Robidoux. Francis and 5th; easily accessible; \$2.00.

ST. LOUIS

Planters. 4th and Pine; \$4.00; service excellent.

Statler. Washington, St. Charles and 9th; easily accessible; \$2.00 - \$3.50; excellent accommodations and service; European.

Terminal. Near Union Station; \$2.50.

SEDALIA

Terry. Easily accessible; \$3.50; American.

SPRINGFIELD

Colonial. Easily accessible; \$1.50.

NEPRASKA

LINCOLN

Lincoln. About three blocks from Burlington Station and five blocks from Northwestern Station; \$1.50; in business center.

OMAHA

Fontanelle. Douglas and 18th; \$2.70 - \$4.00; easily accessible; service excellent.

NEW MEXICO

ALBUQUERQUE

Alvarado. Easily accessible; \$4.00; American.

Combs. Four blocks from station; \$2.50; in business section; noisy; clean, European.

Doran. In the business section, about three blocks from the railway station; \$2.00; European.

RATON

Springer. \$2.50

TUCUMCARI

Vorenburg. About four blocks from station of E.P. & S.W. and Rock Island; \$3.50; in business center, service fair; American; meals fairly good; clean.

NEW YORK

ALBANY

Ten Eyck. Corner State, Pearl and Chapel Streets; \$2.25; fireproof; easily accessible.

BUFFALO

Lafayette. Corner Clinton and Washington Streets; facing Lafayette Park; \$2.00; fireproof; service excellent; European; first-class.

Statler. Swan and Washington Streets; \$2.00 - \$3.00; fireproof; convenient to Supervision and railroad; centrally located; service excellent; accommodations excellent; European; excellent cafe, cafeteria; clean.

NEW YORK CITY

Albert. 11th Street and University Place; under same management and operated on same principles as the Van Rensselaer.

Breslin. 29th and Broadway; within walking distance of Pennsylvania Station; \$3.50; fireproof; service good; equipment good.

Continental. Corner Broadway and 41st; all outside rooms; regular rate June 1919, \$2.50; European; convenient location; service and equipment sufficient; only criticism, some of the equipment shows signs of wear. Recommended by one rather familiar with New York hotels as being about the most satisfactory hotel in New York City when location and price are considered.

Herald Square. 114-120 W. 34th Street; \$3.00; fireproof.

Madison Square. 37 Madison Avenue; close to Fifth Avenue bus and Fourth avenue subway; fireproof; good service; American and European; quiet and clean; family hotel.

Pennsylvania. On 7th Avenue from 32d to 33d Streets, opposite Pennsylvania Railroad Terminal; \$2.00.

Van Rensselaer. 17 East 11th Street; \$4.00 - \$5.00; American; optional European plan during summer.

Woodstock. 43rd Street near Broadway; \$3.00; fireproof; convenient to Supervision; convenient to railroad; clean, noisy.

ROCHESTER

Rochester. 95 Main Street West, two blocks from center of city; \$2.50.

SYRACUSE

Onondaga. Jefferson and Warren Streets; \$2.50; fireproof; in heart of city.

NORTH CAROLINA

CHAUBOURNE

Brown. \$20 per week; American.

CHARLOTTE

Mecklenburg. At Southern Station; \$2.50; four blocks from business center.

Selwyn. Four blocks from Southern Station; reached by street car passing door; \$2.00 - \$3.00; fireproof; two blocks from business center; meals obtainable at hotel; quiet; clean; service good.

Stonewall. At Southern Station; \$2.50; fireproof; four blocks from business center.

RALEIGH

Bland. \$2.50; service fair; convenient location.

WILMINGTON

Wilmington. \$4.00; service excellent.

NORTH DAKOTA

DEVIL'S LAKE

Great Northern. \$2.00.

FARGO

Gardner. \$2.00; good service.

Waldorf. Short walk from station; \$2.50; American; good service; in business center; quiet and clean.

MANDAN

Lewis and Clark. \$1.50; good.

OHIO

CINCINNATI

Central. At Union Station; five blocks from business center; clean.

Havlin. Vine and Opera Place; \$2.00; fireproof; in commercial district; service good; European.

Sinton. 4th and Vine; \$2.00; fireproof; easily accessible.

CLEVELAND

Hollenden. Facing Superior Avenue, East 6th Street and Vincent Avenue; seven minutes ride from Union Station; \$2.50; furniture, fixtures, equipment and service good; building poor; moderately quiet.

Cleveland. Located on the Square; five minutes ride from Union Station; \$2.50; fireproof; centrally located; high grade furniture, fixtures, equipment and service; moderately quiet; newest and largest hotel in Cleveland.

Olmstead. East 9th and Superior Streets; eight minutes ride from Union Station; \$2.00; fireproof; furniture, fixtures, equipment and service equal to Statler; rooms small; rear rooms are quiet; this is an excellent little hotel.

Statler. East 12th and Euclid; Union Station cars pass door; \$2.00; fireproof; in commercial center; excellent; regular Statler service.

Winton. Prospect, bet. 10th and 11th Streets; \$2.00 - \$4.00; fireproof; nine blocks from office of Federal Grain Supervision; one-half block from Fruit and Vegetable Reporting office; next door to U.S. Railroad Consolidated Ticket office; quiet; clean.

COLUMBUS

Deshler. Corner High and Broad Streets; \$3.00; fireproof; centrally located.

Chittenden. High and Spring Streets; \$3.00; fireproof; centrally located.

Neil House. High and Capitol; \$2.75.

Southern. Main and High Streets; \$2.50; fireproof.

TOLEDO

Secor. Corner Jefferson Avenue and Superior Streets; \$2.00; fireproof; centrally located.

Waldorf. Corner Madison and Summit Streets; \$2.00; fireproof; centrally located.

OKLAHOMA

CHICKASHA

McFarland. \$3.00; American.

OKLAHOMA CITY

Lee-Huckins. Corner Broadway and Main Streets; \$2.00 - \$2.50; fireproof; convenient location; service excellent.

OREGON

CORVALLIS

Julian. In business section, about midway between the stations of the two trolley lines; \$1.50; European; good meals served.

PORLAND

Imperial. Broadway and Stark; street car passes both station and hotel; \$2.00 - \$3.00; located in heart of city; good desk service.

Multnomah. Pine and 3rd; \$3.00 - \$4.00; well located; nicely appointed.

MEDFORD

Medford. \$2.50 - \$3.00; accommodations fair.

PENNSYLVANIA

HARRISBURG

Penn-Harris. Third and Walnut Streets; \$2.50; fireproof; within walking distance of stations.

PHILADELPHIA

Adelphia. Chestnut and 13th Streets; \$3.50 - \$4.00; fireproof; located in heart of city; service excellent; European.

Continental. Chestnut and 9th Streets; can be reached by street car; \$3.50; Bureau offices four blocks away; produce district six blocks; railroad yards some distance; service good; European.

Exchange. \$2.00; convenient to station; service fair.

The Little Hotel. \$2.00; \$2.50; centrally located; convenient to Supervision; convenient to railroad; quiet and not pretentious; service good; clean.

Vendig. Filbert and 13th Streets; \$3.00; fireproof; centrally located; near railroad station; well appointed and quiet.

PITTSBURGH

Fort Pitt. 10th and Penn Avenue: \$2.00; easily accessible.

Monongahela. Corner Smithfield and Water Streets; \$2.50; centrally located.

SCRANTON

Casey. Adams and Lackawanna Avenue; \$2.50; fireproof; centrally located; clean.

SOUTH CAROLINA

CHARLESTON

Charleston. Ten minutes from station; reached by street car; \$3.00 - \$4.00; three squares from business center; service fair.

St. John. Corner Queen and Meeting Streets; \$3.50 American plan; \$2.50 European; two squares from business center.

CHESTER

Carolina. Uptown, bus necessary; moderate rates.

COLUMBIA

Berkeley-Gresham. Opposite Union Station; near Southern and A.C.L. Stations; \$2.50; fireproof; four blocks from business center; clean.

Jefferson. Uptown; reached by street car in twenty minutes; \$2.50 - \$3.00; fireproof; six blocks from business center; service good; very comfortable; clean.

GREENVILLE

Imperial. \$2.00; centrally located.

SPARTANBURG

Cleveland. \$2.50; service good.

SOUTH DAKOTA

WATERTOWN

Lincoln. \$2.00; service excellent.

TENNESSEE

CHATTANOOGA

Main. \$2.00; convenient location; service good.

Patten. Corner 11th, Market and Georgia Avenue; ten minutes by street car from Southern Station; \$2.00 - \$3.00; fireproof; three blocks from business center; service good; European; clean.

Read. Near N.C. & St.L. Station; ten minutes by street car from Southern Station; \$2.50; fireproof.

COLUMBIA

Bethel. \$3.00; American; service fair.

FAYETTEVILLE

Pope. \$3.00; American; service excellent.

HUMBOLDT

Mrs. J. W. Harris. \$1.00 per day - room.

KNOXVILLE

Atkin. Near Southern Railway Station; \$2.00.

Farragut. Gay and Clinch Streets; five minutes by street car; fireproof; in business center.

MEMPHIS

Chisca. Main and Linden Streets; five minutes by street car; \$2.00 - \$3.00; fireproof; six blocks from business center; service good; European.

Gayoso. 139 South Main Street; \$2.50 - \$3.00; fireproof; service good; European; location good.

Peabody. Main and Monroe Streets; fireproof annex; \$5.00.

NASHVILLE

Hermitage. \$4.00; fireproof; centrally located; service excellent.

Maxwell. \$2.00; location good; service good; European.

TEXAS

AMARILLO

Amarillo. Polk Street; eight blocks distant from F.W. & D.C. and Rock Island Stations; \$2.50; in business center; European. (Understand hotel sold and to be remodeled.)

ASHERTON

Cactus. \$2.00; American.

AUSTIN

Driskill. \$3.00 - \$4.00; American.

BEAUMONT

Woodrow. About three blocks from station; \$2.00; three blocks from business district; service average; rather quiet.

DALLAS

Adolphus. Commerce and Akard Streets; \$3.00; fireproof, in business center; first-class equipment and service; clean.

Jefferson. Opposite New Terminal Union Station; \$2.00; convenient location; service excellent; fireproof.

Southland. Main and Murphy Streets; street car line convenient; \$2.50; fireproof; European.

EAGLE LAKE

Dallas. \$2.50; American.

EL PASO

Laughlin. About eight blocks from Union Station; outside room with shower, \$1.75; about eight blocks from business center; service and equipment good; European; quiet; clean.

Paso Del Norte. Easily accessible; \$2.00.

Sheldon. \$2.00 - \$4.00; European; service good; location good.

FORT WORTH

Westbrook. Easily accessible; \$1.50 - \$4.00; fireproof; service good.

GALVESTON

Galvez. Twenty-five minutes by street car from station; on the beach front; \$2.50 - \$4.00; fireproof; fifteen minutes from business section; first-class service and equipment; quiet; clean.

Royal. Four blocks from Union Station; fifteen minutes from business center; \$2.00.

Tremont. Three blocks from Union Station; \$2.00; service fair; convenient location.

HEMPSTEAD

Royal. \$2.00.

HOUSTON

Brazos. Opposite Grand Central Station; \$2.00; clean.

Rice. Convenient location; \$2.50 - \$4.00; fireproof; in business center; first-class service and equipment; lunch counter serves excellent meals at reasonable prices; clean.

MARSHALL

Ginocchio. Convenient to station; \$2.00; several blocks from business district; equipment fair; fairly clean; European; noisy on account of close proximity to railroad yards.

SAN ANTONIO

Gunter. Easily accessible; \$2.00; centrally located; fireproof; popular price lunch room in connection.

St. Anthony. \$2.50; convenient location; service excellent.

Travelers. Some distance from railroads; \$2.00; fireproof; in business center; service good; equipment excellent; quiet and clean.

UTAH

LOGAN

Eccles. Located in the center of business section, with street car from railway station passing the door; \$2.00; lunch room in connection very good.

SALT LAKE CITY

Utah. Main and South Temple; street car from Union Station passes door; \$2.00; fireproof; dining room service in connection good; service excellent.

VERMONT

BURLINGTON

Vermont. \$2.00 - \$3.00; fireproof; in business section; about half mile from railroad yards; service good; European; equipment good.

RUTLAND

Bardwell. Close to station; \$2.00; fireproof; in easy walking distance of railroad yards; business center; service good; meals good but high; European; equipment good.

ST. ALBANS

Tavern. Four blocks from station; \$3.50 - \$5.00; American; just off business section; service good; equipment good; quiet.

VIRGINIA

LYNCHBURG

Virginia. \$2.00; very comfortable.

NORFOLK

Monticello. \$2.50; centrally located.

Southland. Corner Granby and Freemason Streets; fifteen minutes by street car; \$2.00; fireproof; in business center; first-class.

RICHMOND

Jefferson. Corner Jefferson and Franklin Streets; \$2.50; centrally located; very comfortable.

Richmond. 9th and Grace; \$2.50; very convenient.

WASHINGTON

PULLMAN

Palace. Two blocks from railway station; \$3.50; American.

SEATTLE

Butler. James and 2nd Avenue; \$3.00; semi-fireproof; six blocks from stations; two blocks from business center; one block from Bureau of Markets branch office; furniture, fixtures and equipment fair; an old hotel; a la carte service; noisy.

Frye. Third Avenue and Yesler Way; \$2.50; fireproof; three blocks from stations; four blocks from business center; one block from Bureau of Markets branch office; furniture, fixtures and equipment good; service good; a la carte; quiet and clean; considered the second best hotel in Seattle.

New Richmond. Fourth Street and Main; \$2.50; semi-fireproof; one block from stations; six blocks from business center; three blocks from Bureau of Markets branch office; furniture, fixtures and equipment good; service good; a la carte; quiet and clean; a good commercial hotel.

New Washington. Second and Stewart Streets; \$4.00; fireproof; convenient location; in business center; eleven blocks from Bureau of Markets branch office; furniture, fixtures and equipment very good; service very good; quiet and clean; considered Seattle's best hotel.

Pennington. Fourth and Marion Streets; \$2.50; semi-fireproof; accessibility good; six blocks from Bureau of Markets branch office; in business center; furniture, fixtures and equipment very good; service very good; a la carte; quiet and clean; one of the best hotels in Seattle.

Savoy. Second Avenue near University; \$2.75; accessibility good; in business center; seven blocks from Bureau of Markets branch office; furniture, fixtures, equipment and service good; a la carte service; noisy, being on principal street; considered good hotel.

Seattle. First and James Street; \$2.50; three blocks from stations; two blocks from business center; two blocks from Bureau of Markets branch office; furniture, fixtures and equipment good; service good; a la carte service; noisy; clean; considered good commercial hotel.

Seward. 511 Third Avenue; \$2.50; four blocks from stations; three blocks from business center; two blocks from Bureau of Markets branch office; furniture, fixtures and equipment good; service good; quiet and clean.

SPOKANE

Davenport. Sprague, Post, First and Lincoln; \$3.00; fireproof; in business center; within easy walking distance of important railway stations; first-class; service excellent.

TACOMA

Mason. 1001 A Street; \$2.50; nine blocks north of Union Depot; two blocks east of docks; three blocks from business center; two blocks from Bureau of Markets branch office; furniture, fixtures and equipment fair; no dining room; quiet and clean; considered a lodging house more than a hotel.

Olympus. 815 Pacific Avenue; \$3.00; nine blocks north of Union Station; three blocks east of docks; in business center; two blocks from Bureau of Markets branch office; furniture, fixtures and equipment good; table d'hote and a la carte service; clean; a little noisy from being on principal street; considered the best commercial hotel in Tacoma.

Tacoma. Ninth and A Streets; \$2.50; ten blocks north of Union Station; two blocks east of docks; three blocks from business center; two blocks from Bureau of Markets branch office; furniture, fixtures and equipment very good; service very good; a la carte service; quiet; clean; considered Tacoma's best hotel.

YAKIMA

Commercial. On Yakima Avenue; three blocks east from Northern Pacific Station and five blocks east from Union Pacific Station; all street cars pass door and bus meets trains; \$3.00 - \$3.50; partly fireproof; in business center; one block from Bureau branch office; four blocks from produce center; eight blocks from railroad yards and stock yards; fixtures and equipment fair; service fair; meals a la carte; prices high; fairly clean; somewhat noisy.

Donnelly. To the right of Yakima Avenue on Second Street; all street cars within one-half block; free bus; \$2.50; partly fireproof; furniture and fixtures fair; service fair; in business center.

Yakima. On Yakima Avenue; \$2.00; across street from the Bureau office; center of business section; equipment good; family hotel.

WEST VIRGINIA

MARTINSBURG

Berkeley. On Main Street; seven blocks from Railroad Station; \$2.00; centrally located; quality of meals above the average; service good; American or European; quiet.

WISCONSIN

FOND DU LAC

Palmer. \$2.00; fireproof; within walking distance of Bureau office; service satisfactory.

MILWAUKEE

Martin. 201 Wisconsin Street; about three blocks west from C. & N.W. Station; from St.P. Station walk north to Grand Avenue, take a State Street or C. & N.W. car and get off at hotel; \$2.00 - \$2.50; fireproof; eight blocks from business center; six blocks from Bureau office; twelve blocks from produce district; four miles from stock yards; meals very good, a la carte and table d'hote; service good; equipment good; quiet and clean.

Medford. 125 Third Street; from C. & N.W. go directly west on Wisconsin Street, crossing bridge and continuing directly west to Third Street or take a State Street car west to Third Street; from C.M. & St.P. R.R. cross the park to Third Street, hotel next to corner; \$2.00 - \$2.25; fireproof; four blocks from business center; six blocks from Bureau office; twelve blocks from produce district; three miles from stock yards; meals very good; a la carte and table d'hote; service good; equipment very good; noisy; fairly clean.

Wisconsin. 172 Third Street; take State Street car from C. & N.W. Station going west, get off at Third, walk one block north; from C.M. & St. P. Station, walk north to Third Street, continue north two blocks; \$2.75 - \$3.25; fireproof; four blocks from business center; six blocks from Bureau office; three miles from stock yards; meals very good; a la carte and table d'hote; service good, equipment good; noisy; fairly clean.

Plankinton. West Water and Sycamore Streets; \$2.50 - \$3.00; fireproof; good street car service to all parts of city; in center of retail district; four blocks from wholesale produce houses; seven blocks to Bureau of Markets branch office (Food Inspection); five blocks to Federal Grain Supervision office; building, furniture and equipment, new and up-to-date; meals a la carte, also business men's lunch at noon; quality is considered very good; quiet; in clean district.

George Livingston

Acting Chief of Bureau.